V10112021

Quest Construction Data Network
Registration and Premier Member User Guide
Contact Support – 952-233-1632
Support@QuestCDN.com

Click the content name to select page

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Register or Change Membership to Premier

To register with QuestCDN, please go to https://QuestCDN.com/auth/login and click the 'Join' button or visit the home page at https://www.QuestCDN.com and click 'Join'. Complete the 'Company Info', 'User Info', 'Membership', 'Profile' and 'Payment' sections. Required fields are noted with a red asterisk. Under 'Membership', choose 'Premier Monthly Member Base Fee' or 'Premier Annual Member Base Fee'. Select each state to search by clicking the box next to the state name. Click the box again to remove the check marked state. Selected states will display under 'States Selected'. The 'Total Fee' is the amount to be billed monthly or annually to the credit card on file. Click the 'Register' button once all sections are complete. The Premier membership is activated immediately. The download delivery fees are charged at the end of the month.

Credit Card is Required at Registration

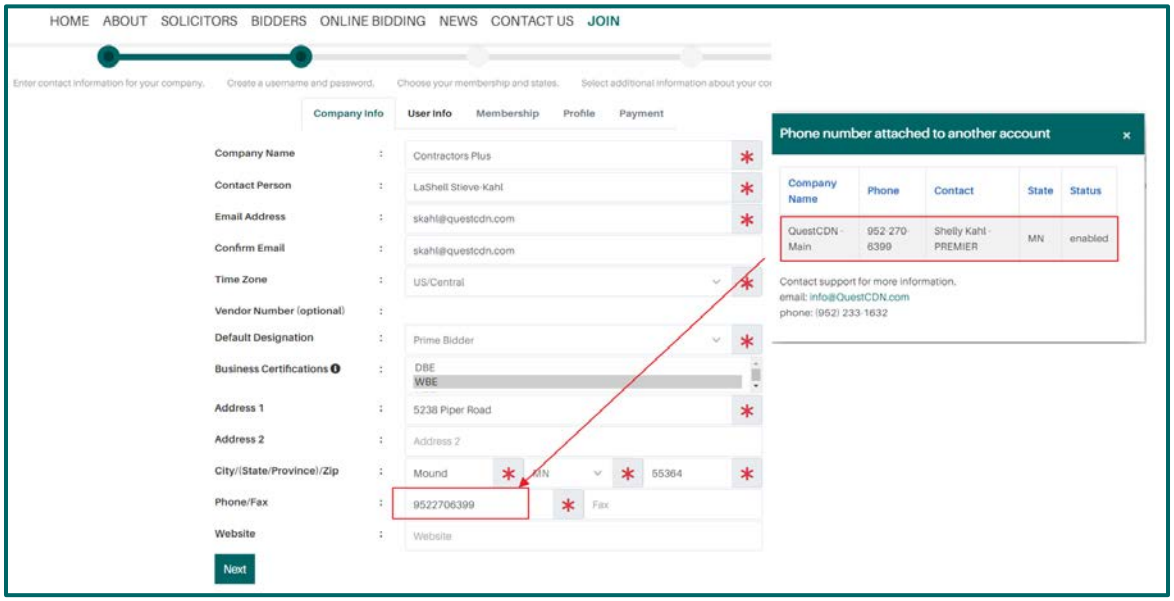
The reason a credit card is required is twofold:

1) QuestCDN assumes the reason a company is joining is to download current or future digital bidding documents. A member can download by having a credit card in the secure account information.

2) Requiring a valid credit card provides QuestCDN with a first and only line of defense against non-relevant individuals from indiscriminately signing up as members and diluting the accuracy of the QuestCDN database and industry directory.

Duplicate Account Registration Notice

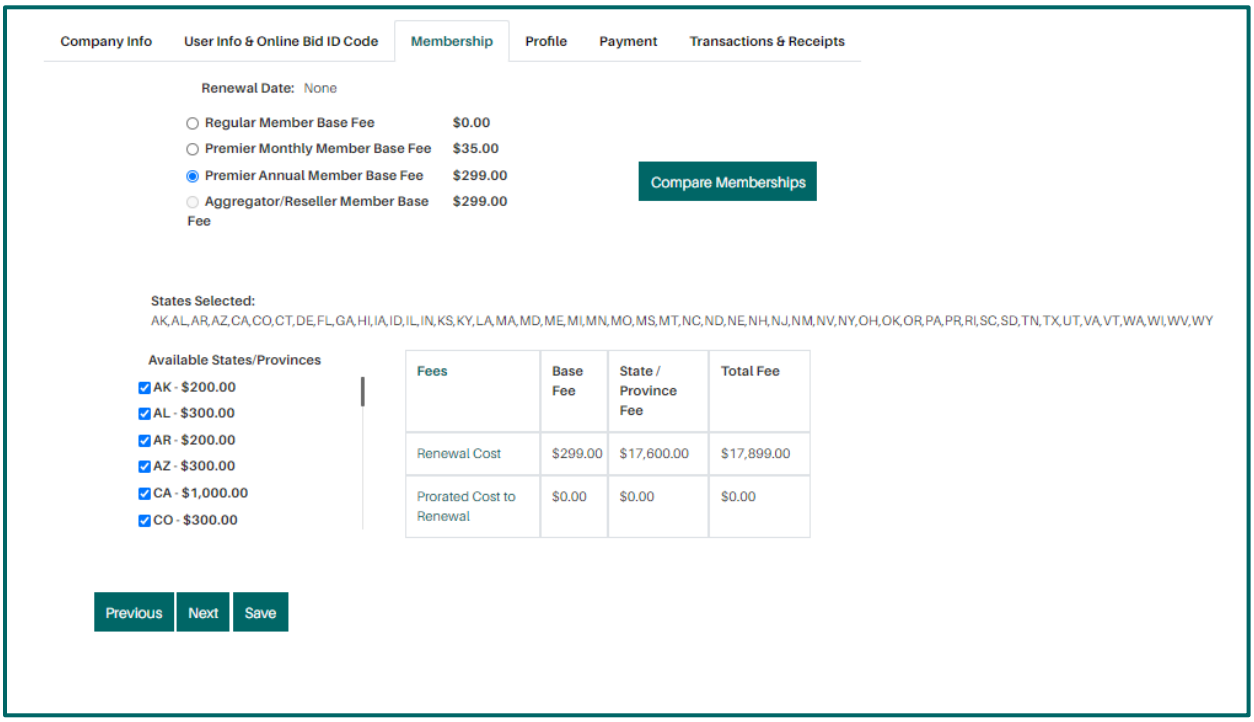
The QuestCDN system will find duplicate accounts by company name and phone number. An existing account notification window will populate when an account is found with the same phone number or company name. Please contact the main account holder to be added as additional user to the existing account. If needed, create a new account by modifying the company name to include the department or location (i.e., ABC Corp – city) and use a different phone number than listed in the notification window. Contact Customer Support at Support@QuestCDN.com if the email on the existing account needs modification. Once registered, the company information can be modified in 'My Account'.



Premier Member Benefits

1. Regular membership is the default and is a free membership to QuestCDN. There is no charge for this type of membership, however, there may be a cost to download documents. Regular membership does not offer the capability of searching for bid opportunities. A QuestCDN eBidDoc™ number is needed to find a bid posting, preview or download bid documents and view the plan holders list . A Premier membership offers the capability to search for bid opportunities.

2. A Premier monthly or annual membership offers the ability to browse and search current bid opportunities in the states chosen. Renewal fees for annual or monthly memberships are charged on the renewal date. Each download delivery fee is totaled, charged at the end of the month and a monthly billing statement is emailed to the main account holder. In 'My Account' under 'Membership', choose 'Premier Monthly Member Base Fee' or 'Premier Annual Member Base Fee'. Select each state to search by clicking the box next to the state name. Click the box again to remove the check marked state. Selected states will display under 'States Selected'. The 'Total Fee' is the amount to be billed monthly or annually to the credit card on file. Click 'Save' to update. The Premier membership will be active immediately and the credit card on file will be charged the total fee listed.



QuestCDN Main Page

Bid Postings, Message Center, Online Bidding, Industry Directory, Resources, My Account, Search Postings, My Saved Bid Postings and View Bid Results.

BID POSTINGS – SEARCH BID POSTINGS

Posting Source

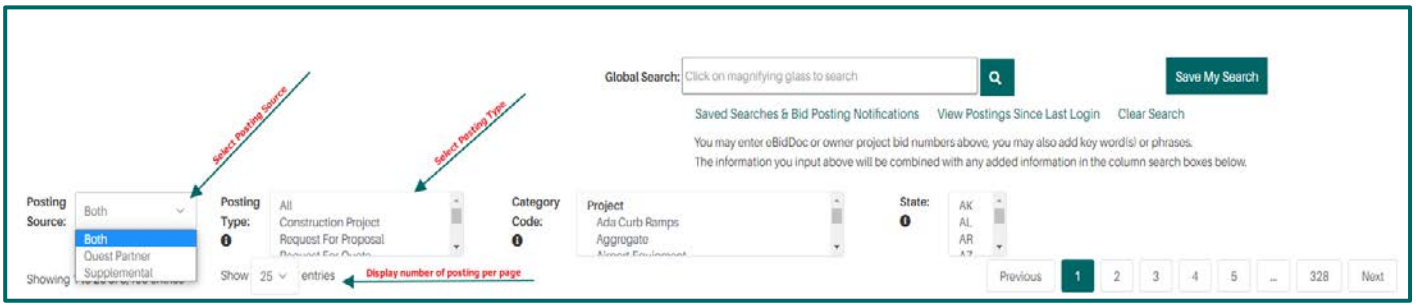
Click the drop-down arrow to select the bid posting source. The default 'Posting Source' is 'Both'.

Quest Partner

Partner postings include an extensive list of bid postings added by QuestCDN partners based on Premier membership state selections. Bid postings under the 'Quest Partners' source include detailed bid information with digital plan sets (eBidDoc™), plan holder list, addenda, view bidding documents (if solicitor allows), posted results, online bidding and Q&A.

Supplemental

Supplemental postings are an organized list of upcoming bidding opportunities based on Premier membership state selections. Bid posting leads in this location expand the scope of bid opportunities populated daily from non-partner agencies. Postings include a detailed bid information page with an HTML link (if available) leading directly to a non-partner website to access bidding documents and information.



Posting Type

Click the drop-down arrow to select the type of posting. Posting types include: 'Construction Projects', 'Request for Proposal', 'Request for Quote', Request for Information', 'Request for Qualification' and 'Goods and Services'. The default 'Posting Type' is 'All'.

Show Entries

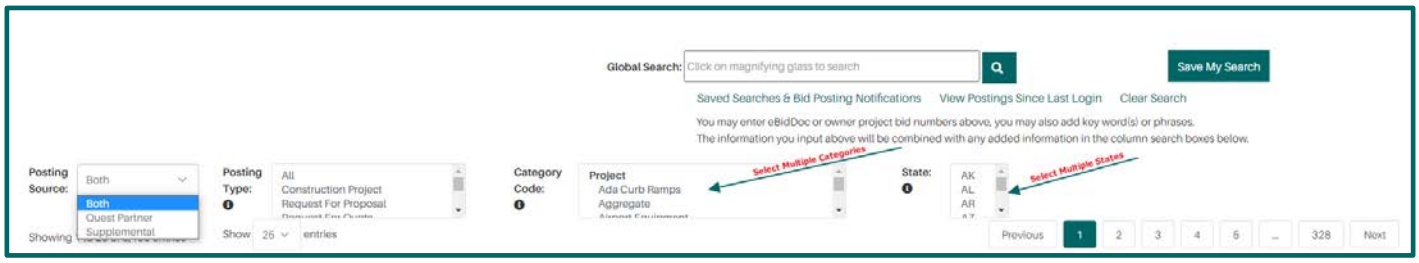
Change the number of bid postings displayed per page.

Category Code

Select either one or more categories from the 'Category Code' list to populate bid postings with categories matching those names.

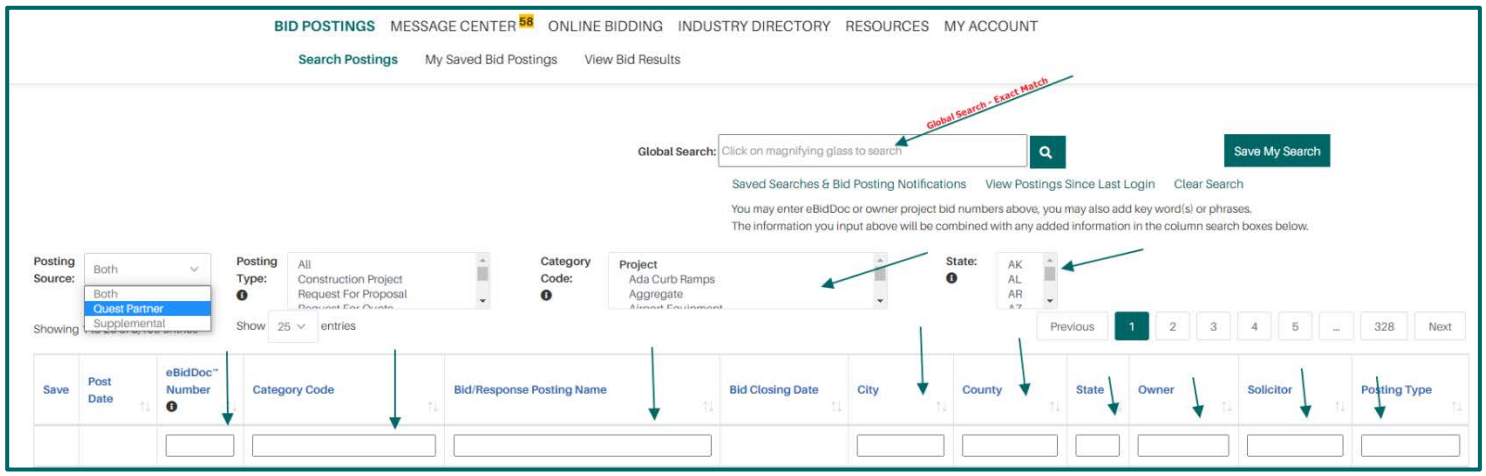
State

Select either one or more states from the 'State' list to populate bid postings with states matching those names.



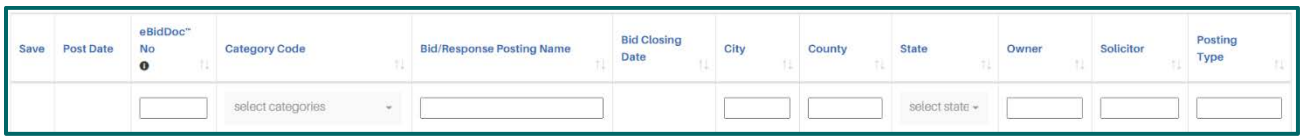
Global Search

The 'Global Search' field displays on the upper right side of the 'Search Postings' page. Utilize the search field by entering an **exact** word or sentence match. (i.e., 'drilling' will match bid postings with the word 'drilling', or 'directional drilling' will match bid postings with the words 'directional drilling' but will not find 'drilling'.) Examples are eBidDoc™ number, owner project number, item code, specification number or keyword(s). The system will search all bid postings and VirtuBid™ bid worksheets in the states chosen for the Premier membership. Information entered in the 'Global Search' field can be combined with individual column search fields, 'Category Code' list and 'State' list to filter the search.



Individual Column Search Fields

Search by entering specific criteria into the search boxes. Search fields include: 'eBidDoc™ No', 'Category Codes', 'Bid Response/Posting Name', 'City', 'County', 'State', 'Owner', 'Solicitor', 'Posting Type'. Use a combination of search fields to filter the search. Click on a highlighted column header to sort.



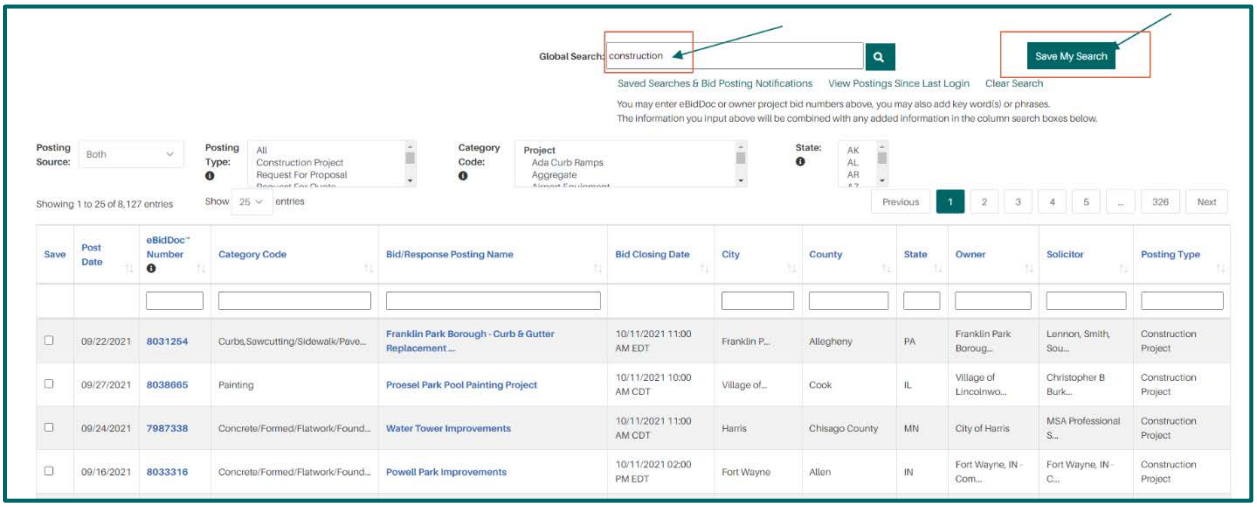
- eBidDoc™ No – Type the QuestCDN eBidDoc™ number (QuestCDN project/RFP/Goods and Services (G&S) number) into the search field to access a specific bid posting.
- Category Codes – Type a name to populate all categories matching the name.
- Bid Response/Posting Name – Type the name or a portion of the name into the search field.
- City – Type a city name where project/RFP/G&S is located into the search field.
- County – Type a county name where project/RFP/G&S is located into the search field.
- State – Type the state abbreviation to select specific state. (Multiple states are available if the Premier membership includes more than one state.)
- Owner – Type owner name into the search field.
- Solicitor – Type soliciting agent name into the search field.
- Posting Type – Search by 'Posting Type'. Posting types include 'All', 'Construction Project', 'Request for Proposal', Request for 'Quote', 'Request for Information', 'Request for Qualification', and 'Goods and Services'.

Saved Searches and Bid Posting Notifications

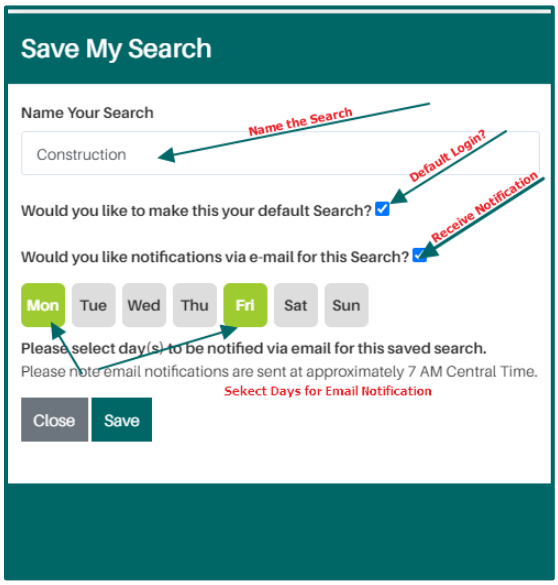
Saved searches include individual criteria or a group of criteria used to search the bid posting page. If online bidding is included, item codes and descriptions within the online bid worksheet are included as searchable criteria. Email bid notifications alert Premier members when items matching their saved search criteria become available. Filter and save specific or a combination of keywords, phrases, categories, city, county, state(s), posting type, item codes, solicitor and owner names. There is no limit to the number of saved searches created.

Creating and Saving Search Criteria

Select specific search criteria and click the 'Save My Search' button.



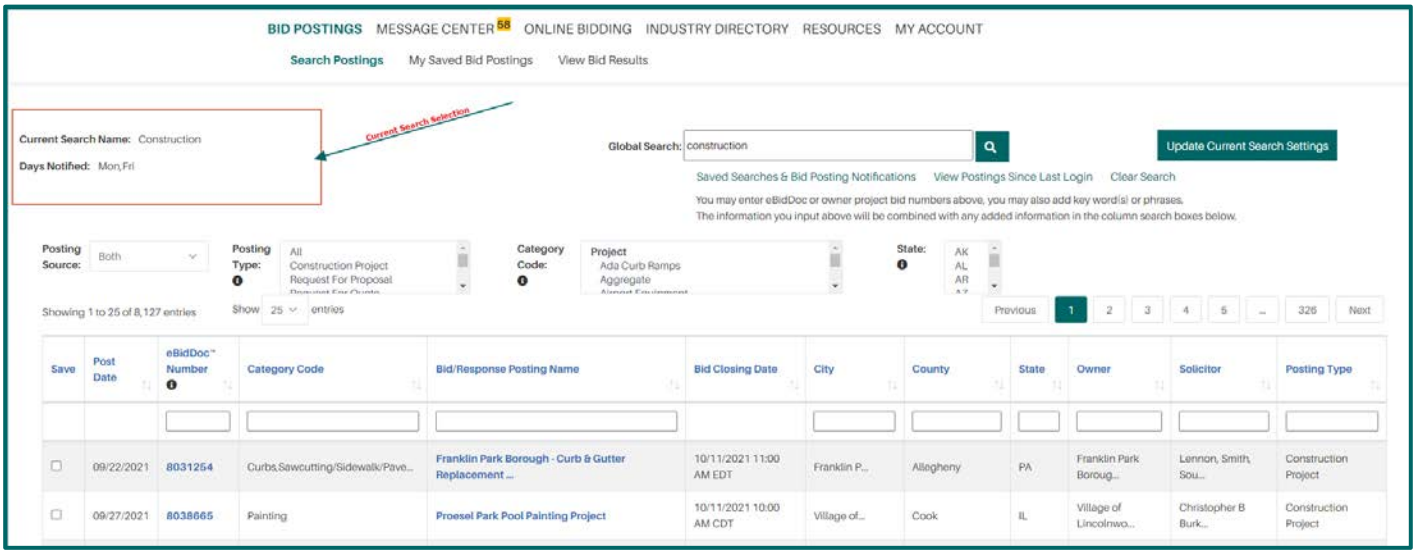
A 'Save My Search' box will open.



- Assign a search name
- ** Optional ** Set a 'Login Default', check the box next to 'Would you like to make this your default search?'
- ** Optional ** Generate email notification alerts, check the box next to 'Would you like notifications via e-mail for this search'

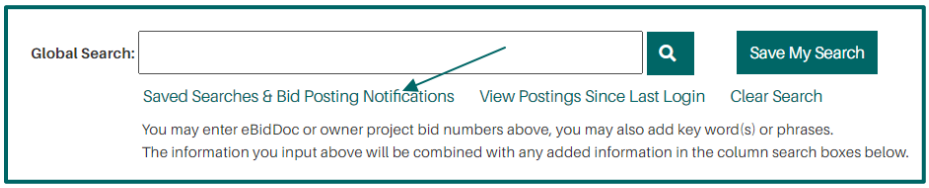
  Checking the box will generate email bid notifications matching the search criteria.
- ** Optional** Check each day button for frequency of email notifications alerts sent.
- Remember to save your changes

The current search selection will display on the left at the top of the page.

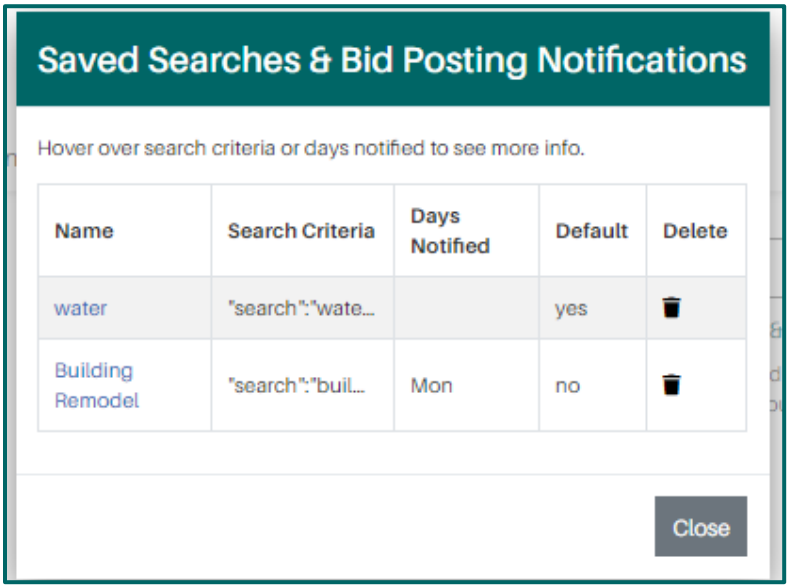


Saved Searches & Bid Posting Notifications

List of saved searches & bid notifications.

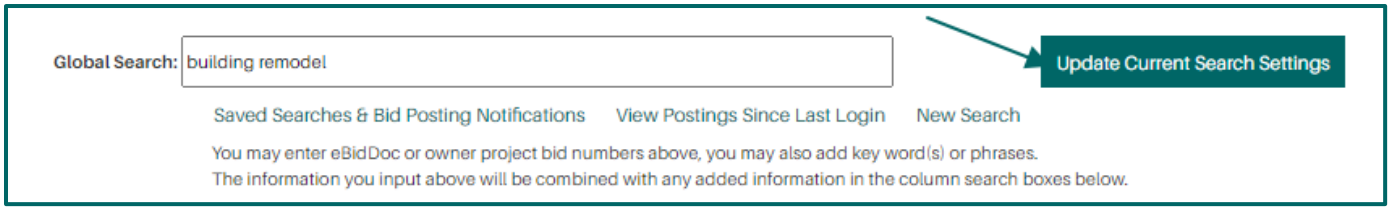


Click a saved search name to start a new search using the selected criteria. Click the trash can icon 🗑 to delete a saved search. Hover over search criteria or days notified to see more info.



Update Current Search Settings

Click 'Update Current Search Settings' to modify the selected search criteria and notification information.



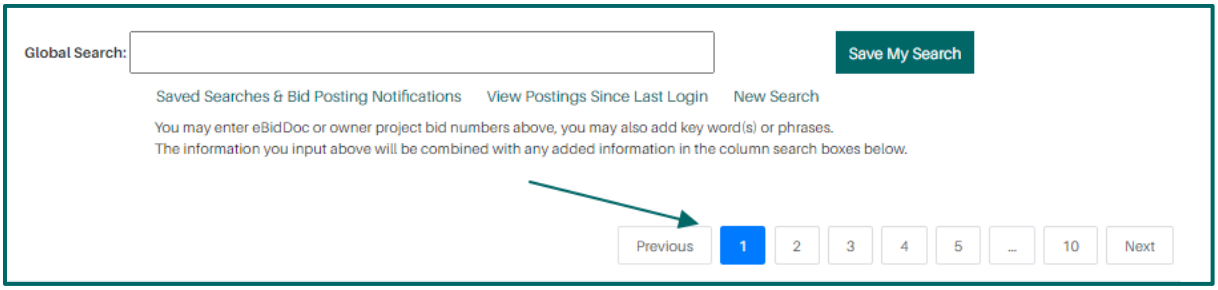
View Postings Since Last Login

Show bid postings added since the last time logged into the system.

New Search

Click 'Clear Search' to clear the selected search criteria to start a new search.

Advance to the next page of bid postings using the numbered page buttons or by clicking the 'Next' button. The last numbered button indicates the final page.



Bid Posting Notification Email

Email notifications for bid opportunities are generated from 'Saved Searches and Bid Notifications'. Notifications are sent to the email address on file for each account user with a saved search.

- Click the underlined 'Click Here to See this Saved Search' to access the entire list of bid postings included in the notification.
- Click the underlined individual bid posting name or 'View Ad' link to access a specific bid posting.

SAVED SEARCH NAME: ROBIN HVAC

Click Here To See This Saved Search

CURRENT POSTINGS AVAILABLE

DATE: 05/21/21

New Postings Added

HVAC Inspection, Testing, and Repair Services

eBidDoc#: 7730510

San Diego County Water Authority

Bid Date: 15 Jul, 2021

365-00 Floor Maintenance Machines & Parts,515-00 Lawn Maintenance Equipment & Accessories,765-00 Road & Highway Equipment,924-00 Educational/Training Services,936-00 Maintenance & Repair for General Equipment,939-00 Maintenance & Repair for Computers,940- Maintenance, Repair Services for Railroads,Asphalt Rehabilitation and/or Maintenance,Buildings and Grounds/Athletic/Sports Facilities,Buildings and Grounds/Educational Facilities,Buildings Commercial and Private,Buildings Modular,Buildings Rehabilitation/Renovation,Buildings/Medical and Dental Facilities,Buildings/Public,Buildings/Shooting Range,Crack Sealing Repair and/or Maintenance,Educational & Information Video Production,Emergency Services,Highway Appurtenances,Highway Preservation/Maintenance,Lawn Maintenance,Maintenance,Parks, Recreation, Buildings & Facilities,Paving (Highway, Road or Street),Professional Services,Professional/Technical Services,Road, Highway Improvements,Solar Energy,Special Educational Services,Street/Road Asphalt Milling,Street/Road Asphalt Resurfacing and Milling,Street/Road Concrete Repair,Street/Road Intersection Improvements,Street/Road Materials,Street/Road Pavement Marking,Street/Road Repairs,Street/Road Turn Lane Improvements,Street/Road Widening,Street/Road Widening (Major),Street/Road Widening (Minor)

View Ad

Hvac Equipment Preventative Maintenance Agreement

eBidDoc#: 7730528

Woodbridge Public Schs

Bid Date: 30 Jun, 2021

365-00 Floor Maintenance Machines & Parts,515-00 Lawn Maintenance Equipment & Accessories,936-00 Maintenance & Repair for General Equipment,939-00 Maintenance & Repair for Computers,940- Maintenance, Repair Services for Railroads,Asphalt Rehabilitation and/or Maintenance,Crack Sealing Repair and/or Maintenance,Installation of Sewer Pipelines,Lawn Maintenance,Maintenance,Sanitary Sewer (Gravity),Sewer Force Main,Sewer Lateral T-lining,Sewer Pump Station,Sewer Re-Lining,Sewer Rehabilitation,Sewers - Rehabilitation,Sewers ? New,Televising Sewers

View Ad

Bid Posting Page

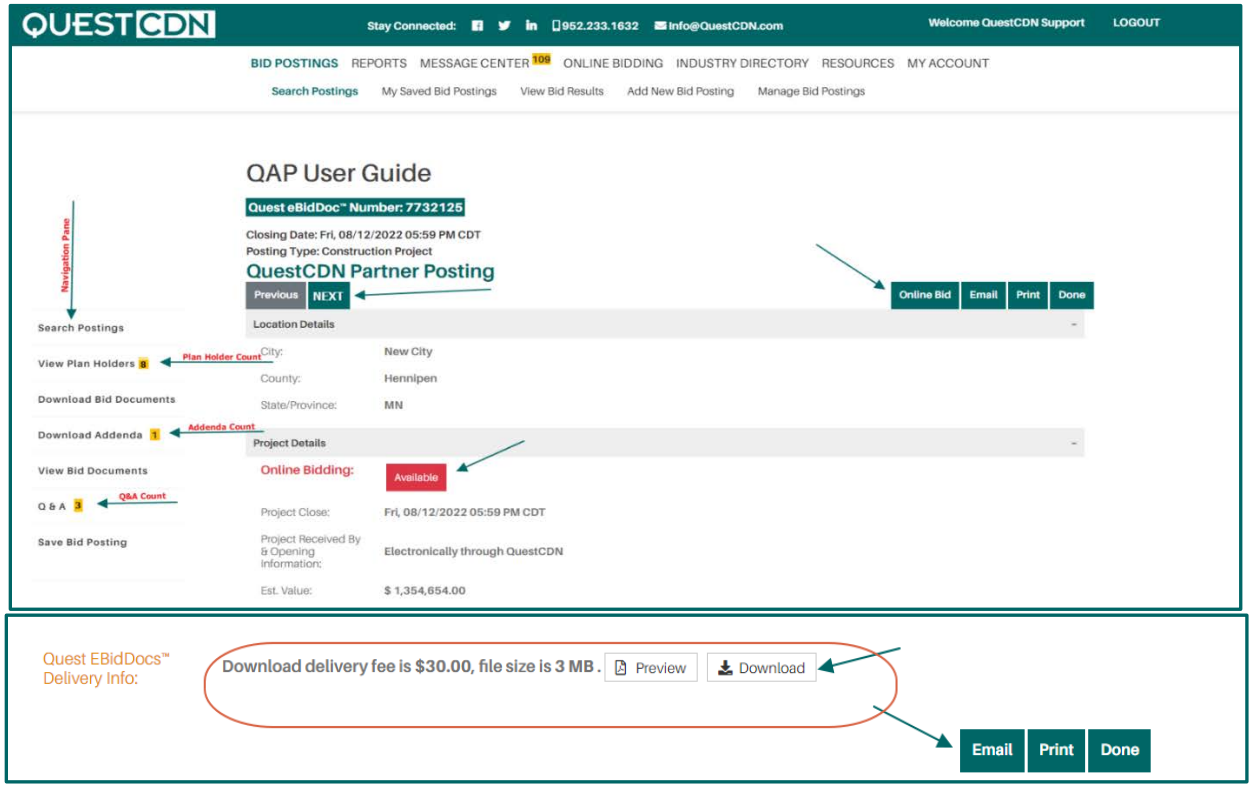
The bid posting page lists detailed information pertaining to the bid. A navigation pane is located on the left of the page.

- Functions available on the navigation pane are 'View Bid Results' (if posted), 'View Plan Holders', 'Download Bid Documents', 'Download Addenda', 'View Bid Documents' (if available), 'Q&A' and 'Online Bidding' (if available). 'View Plan Holders' includes the current plan holder count; 'Download Addenda' includes the current addenda count; 'Q&A' includes the current question and answer count.

- Functions available on the bid posting page include 'Previous' and 'Next' buttons located under the bid posting name and information. Use these buttons to proceed to the next bid postings within the selected search criteria or go back to the previous bid posting. Utilizing 'Next' and 'Previous' buttons allow for efficient movement, searching and eliminates returning to the main bid posting page to select the next posting.

- 'Online Bid' (if available), 'Email', 'Print' and 'Done' buttons, located on the top right and bottom of the page. There is a 'Preview' and 'Download' button located on the bottom of the page after the 'Project Document Information' field. The 'View Bid Documents' and 'Preview' is a free courtesy view of the bidding documents and addenda. Printing of the preview documents is unavailable. *(The preview will not be available if not allowed by the solicitor/owner.)*

- The download delivery fee, online bidding fee (if available), and document file size are listed at the bottom of the page.



Bid Posting Page Navigation Pane

View Plan Holders

Click 'View Plan Holders' to access the plan holder list. Plan holders are listed by 'Company', 'Contact', 'Email Address', 'Phone', 'Business Certification', 'Business Designation', 'Entry Date', 'Document Type', and 'Comments'. Click on a blue highlighted column name to sort the list. Hover over the company name to view address. 'View Plan Holders' includes the current plan holder count.

Plan Holder List Navigation Pane & Function Buttons

View Bid Posting

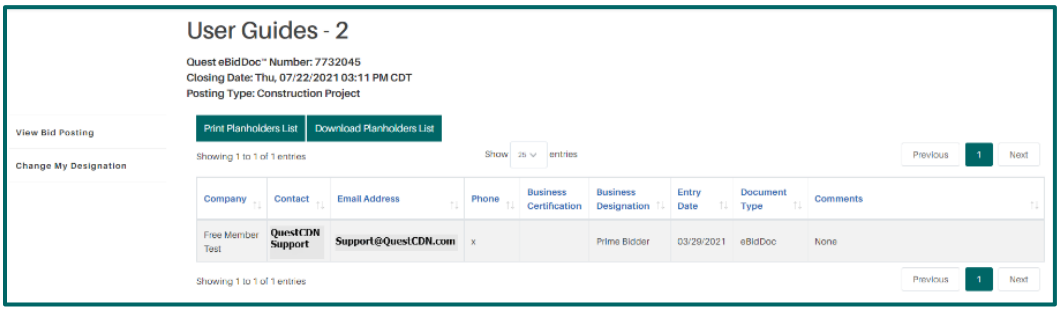
Displays the bid posting page.

Print Plan Holders List

Print the plan holder list to specific destination (PDF, printer).

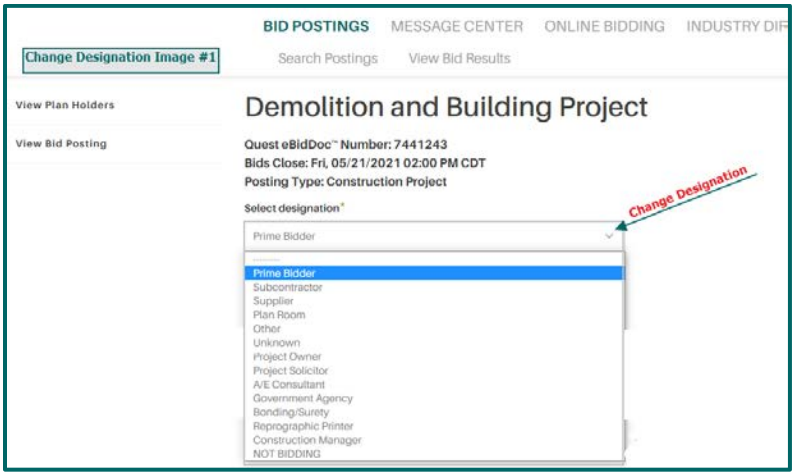
Download Plan Holders List

Download the plan holder list to CSV spreadsheet.



Change My Designation

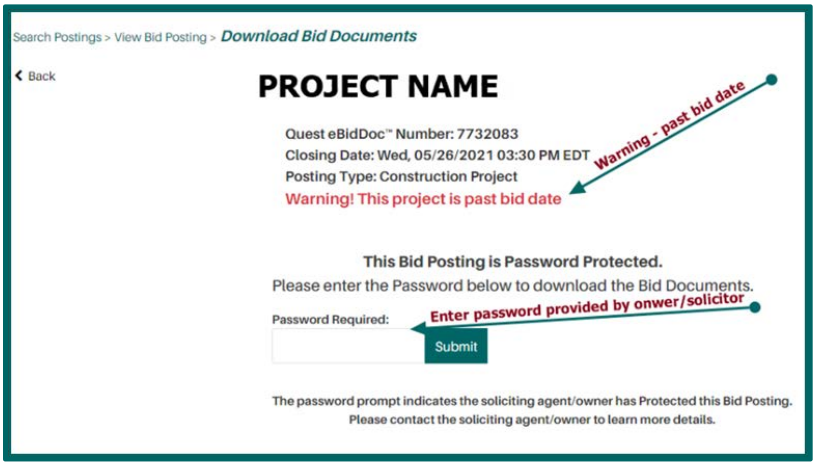
Change the designation on plan holders list after downloading the bidding documents. Designations include 'Prime Bidder', 'Subcontractor', 'Supplier', 'Plan Room', 'Other', 'Unknown', 'Project Owner', 'Project Solicitor', 'A/E Consultant', 'Government Agency', 'Bonding/Surety', 'Reprographic Printer', 'Construction Manager' and 'Not Bidding'.



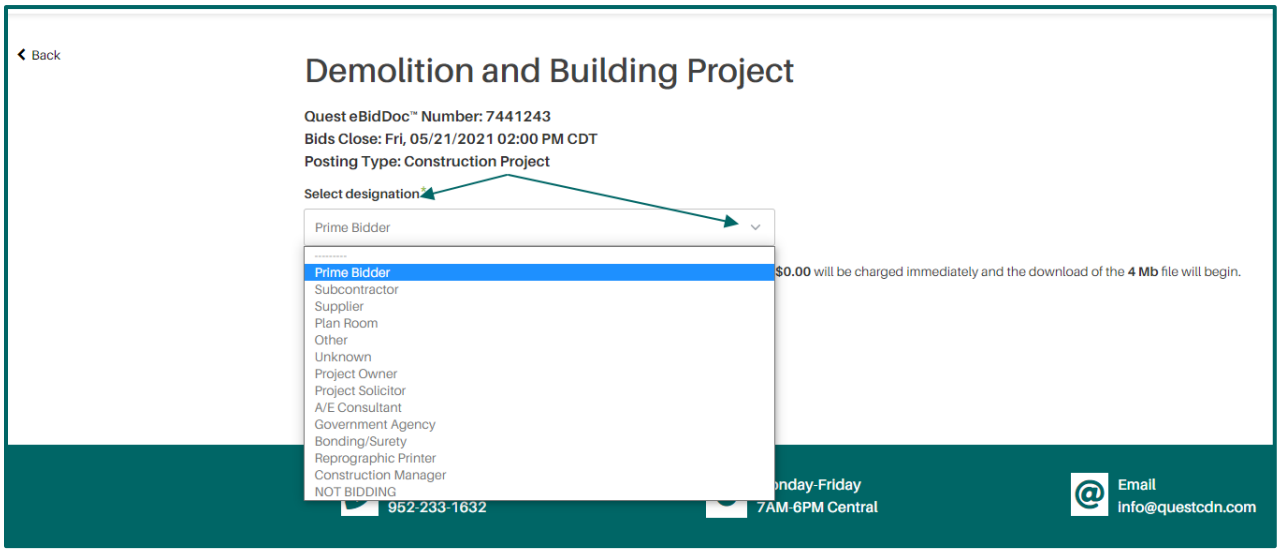
Download Bid Documents

'Download Bid Documents' electronically downloads the bidding documents (PDF or Zip file format) provided by the solicitor/owner for a specified delivery fee.

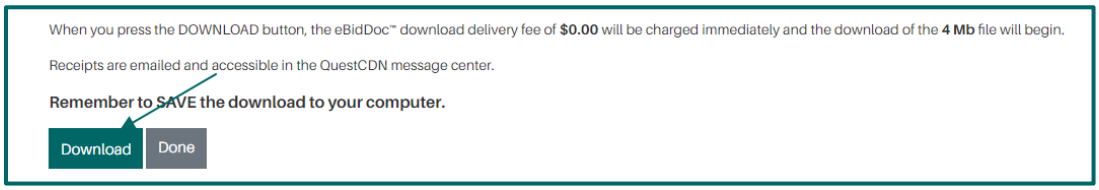
A password prompt indicates either the bidding documents are not available for download or the bid posting is private. Enter the password provided by owner/solicitor or contact the owner/soliciting agent to learn more details. Check the system periodically for download availability. A warning message is included in the bid information if the bid date has passed.



Select designation - The designation listed defaults from the company profile found under 'My Account'. Click the arrow to select a different designation to be displayed on the plan holder list. Change the designation after downloading in the 'View Plan Holders' navigation pane.

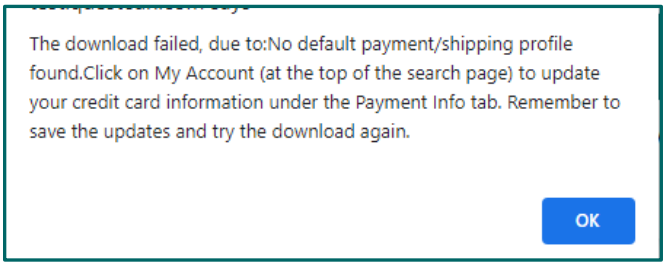


Download - Click the 'Download' button to download and save the bidding documents (PDF/Zip) file. The credit card on record will be charged the download delivery fee.



WARNING – Once the 'Download' is selected, the credit card on file will be charged.

- QuestCDN does not issue refunds for downloads.
- Companies automatically become a plan holder once the 'Download' button has been initiated.
- Electronic plan holders will receive automated addenda notifications, Q&A and posted results.
- Manually added plan holders will receive Q&A and posted results, but do not receive addenda notifications.
- If the credit on record is invalid or missing, a window will prompt to update the information in 'My Account' before the download can proceed.



Download Addenda

'Download Addenda' enables the download of addenda documents (PDF/Zip file format). There is no additional charge for the addenda. Bid documents must be downloaded prior to downloading the addenda. 'Download Addenda' includes the current addenda count.

View Bid Documents

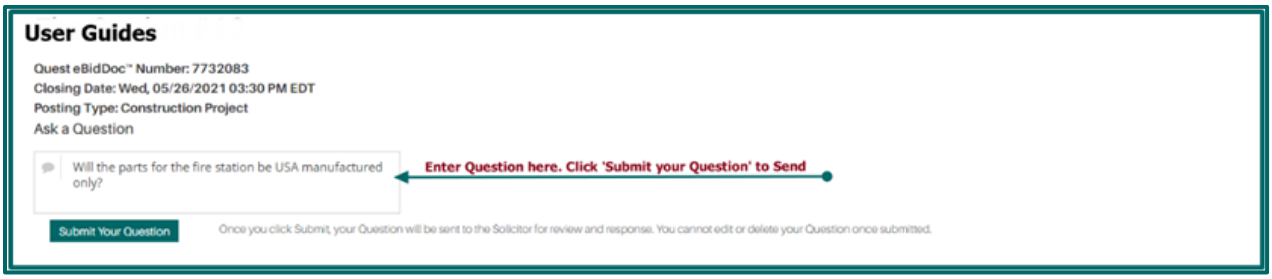
'View Bid Documents' allows previewing of the bidding documents and addenda information. (The preview will not be available if not allowed by the solicitor/owner). Printing of the preview documents is unavailable.

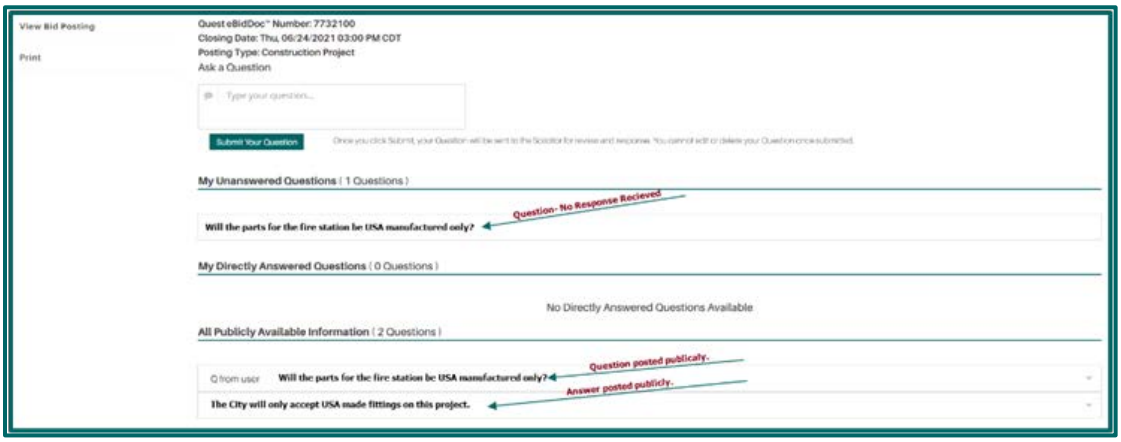
Q&A

View publicly available Q&A as well as other information added to the bid posting. Submit and review Q&A to and from the solicitor/owner. The solicitor/owner has the option to publicly post the Q&A to the bid posting or respond to the individual directly and not post Q&A to the bid.

If available, type a question into the 'Type your question' field. To submit the question to the solicitor/owner, click the 'Submit Your Question' button. When submitted, your question will be sent to the solicitor/owner for review and response. Your question will be listed under 'My Unanswered Questions'. When the solicitor/owner responds, the question and answer is listed under 'My Directly Answered Questions', or under 'All Publicly Available Information' field if the Q&A is posted for public view.

WARNING – Edits, deletions and cancels cannot be made once a question is submitted.



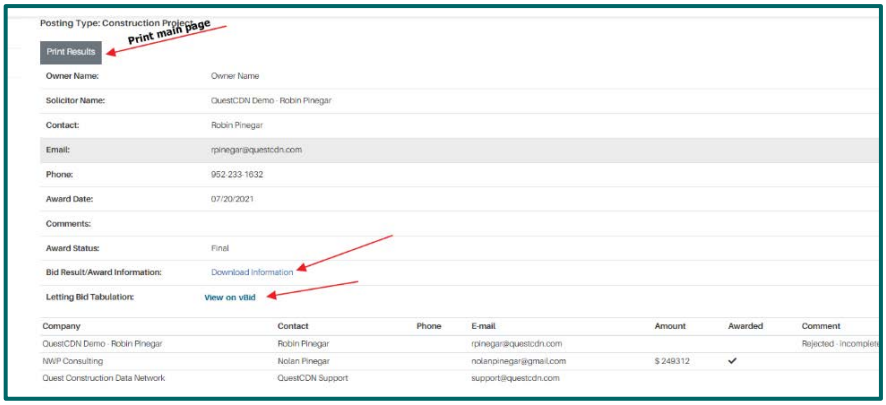


View Bid Results

Results are found in the navigation pane of the bid posting page or at the top of the QuestCDN window from the main navigation options.

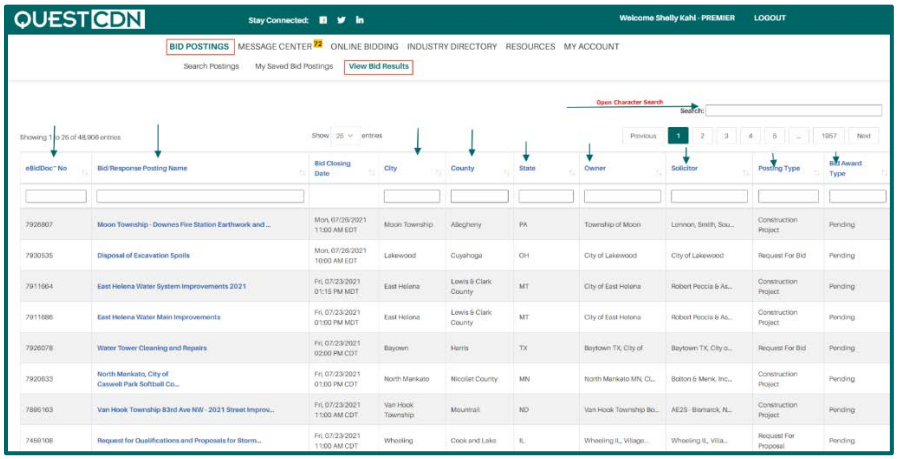
'View Bid Results' from bid posting page - navigation pane

The 'Bid Results' page includes the bid posting information. The plan holder list includes the company, contact, phone, email, base bid amounts, awarded check mark, comments, bid result/award attachments and award status. Award status includes 'None', 'Pending', 'Final' or 'Rejected'. If available, download 'Bid Result/Award Information' by clicking the 'Download Information' link. If available, download to csv the 'Letting Bid Tabulation' by clicking on 'View on vBid' link. The main result page is printed by clicking the 'Print Results' button.



'View Bid Results'- Main navigation

Search options include Global 'Search', 'Quest eBidDoc™ No', 'Bid/Response Posting Name', 'City', 'County', 'State', 'Owner', 'Solicitor', 'Posting Type', 'Bid Award Type'. Click the highlighted 'Bid Posting Name' link to view the 'Bid Results' page.



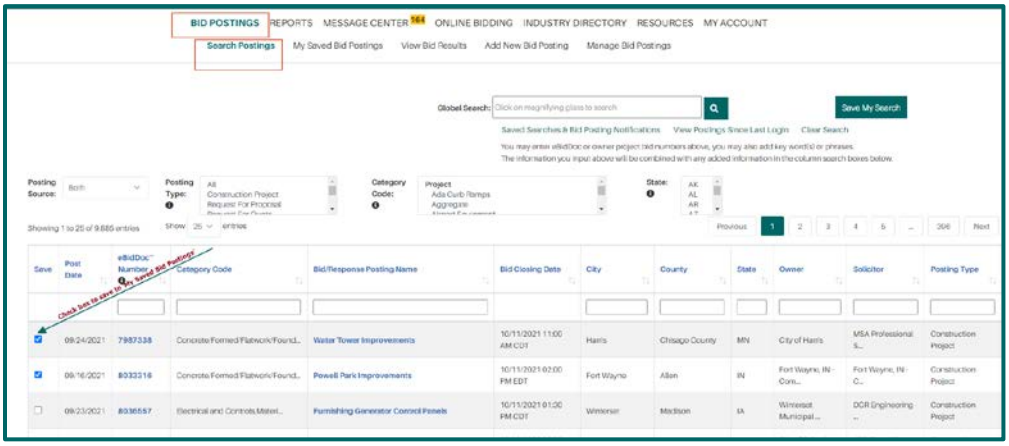
My Saved Bid Postings

'My Saved Bid Postings' page is a comprehensive list of downloaded and prospective bid postings added as bid opportunities.

- The saved bid postings page is sorted by 'Open Bids', 'Results Pending' and 'Results Posted'.
- Status columns include 'Post Date', 'Bid Closing Date', 'eBidDoc No Available', 'Addenda Count', 'Q&A Posted' and can be used for quick monitoring and management.
- Search fields include 'eBidDoc™ No', 'Bid/Response Posting Name', 'City', 'County', 'State', 'Owner', 'Solicitor', 'Posting Type' and 'User'.
- Select 'All' to view saved bid postings by each account user. Select 'My' to view saved bid postings saved by you (viewing 'All' bid postings are set in 'My Account' under member permissions.)

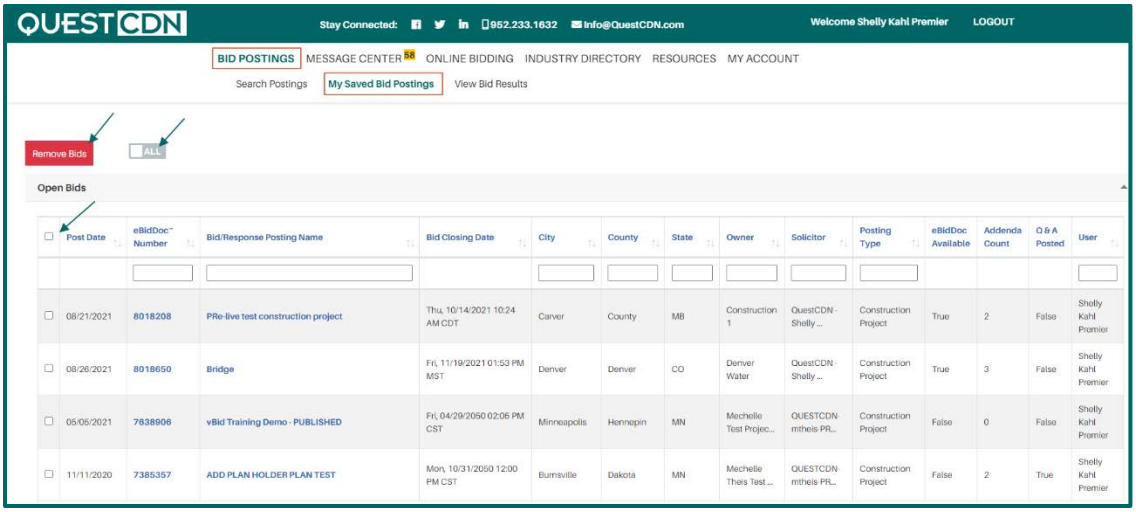
Adding Bid Postings

Bid postings are added to 'My Saved Postings' page by downloading the bidding documents or clicking the 'Save' check mark box (next to the bid posting date) on the 'Search Postings' page.



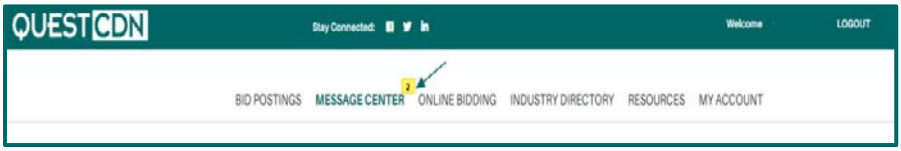
Remove Bid Postings

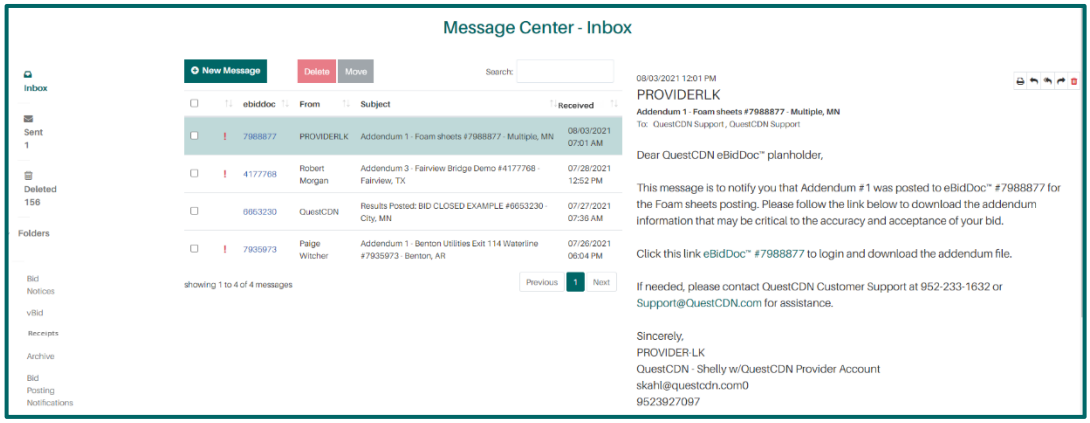
Remove individual or multiple bid postings by clicking the check mark box (next to the bid posted date) and clicking ‘Remove Bids’. To remove all bid postings within a section, click the top check mark box in the column header and click ‘Remove Bids’.



Message Center

Private Message Center includes an unread message count and contains messages including addenda notification, un-submitted vBid notification, emails from plan holders, posted results, Q&A, confirmation of bid submission and receipts. Premier members also receive bid document upload notifications and bid posting notifications. The navigation pane of the ‘Message Center’ includes an ‘Inbox’, ‘Sent’, ‘Deleted’ and additional organizational folders, including ‘Bid Notices’, ‘vBid’, ‘Receipts’, ‘Archive’, and ‘Bid Posting Notifications’. Click the email subject title line to display the message on the right of the page. If included, click the eBidDoc™ No link to open the bid posting page. Click the check mark box in the column header to delete all messages or delete individual messages by checking the box next to the message and clicking the delete button.

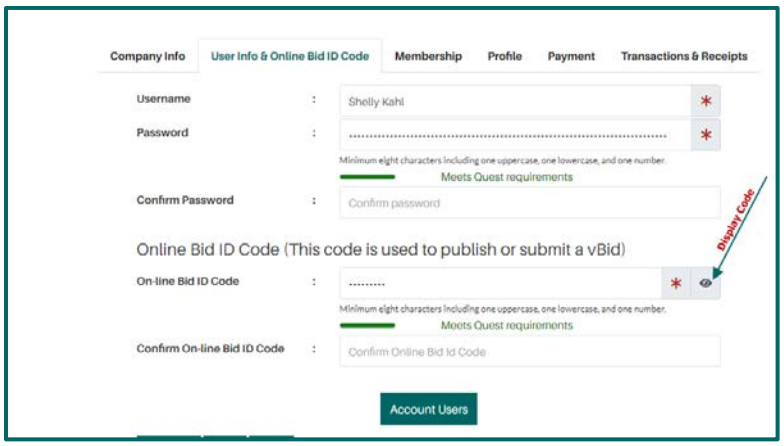




VirtuBid™ (vBid) Online Bidding

Create an Online Bid ID Code

Log into QuestCDN at https://questcdn.com/auth/login. Click 'My Account' at the top of the page. Click the 'User Info & Online Bid ID Code' tab. Add or update your 'Online Bid ID Code'. Click the eye icon symbol to view the code when black dots are populated in the fields. *(Only the QuestCDN main account holder can access 'My Account' and update/view the code).*



Online Bid ID Code Explanation

The 'Online Bid ID Code' is a passcode and acts as your digital signature. It is required to submit an online bid through the QuestCDN online bidding system, VirtuBid™.

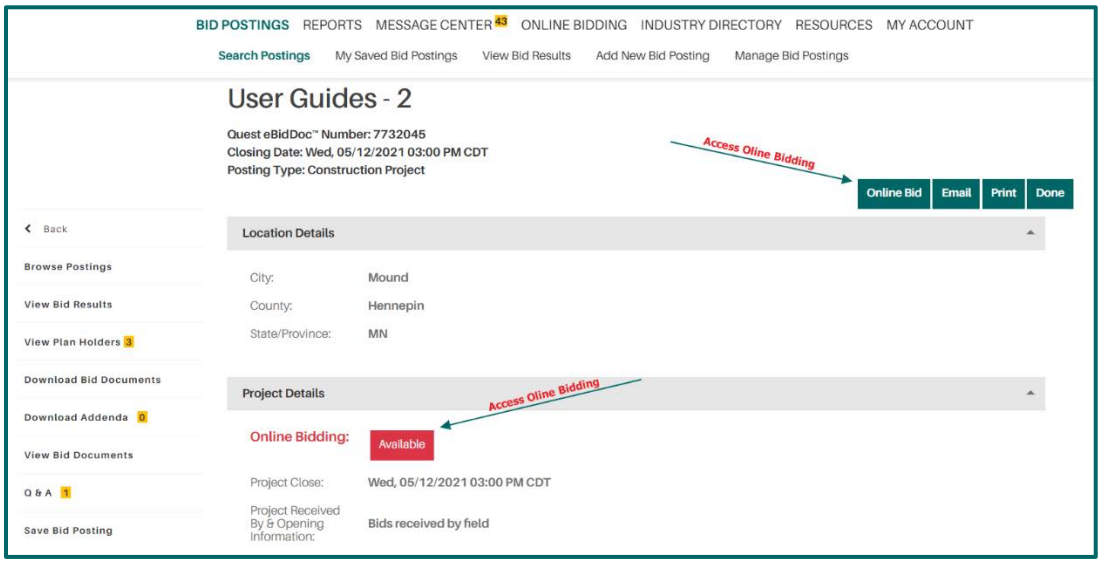
- An 'Online Bid ID Code' must be created before users can access VirtuBid™. The code is established, modified and viewable by QuestCDN main account holder.
- This code is the digital signature that allows submission of a bid on behalf of the company. QuestCDN does not have access to codes for security purposes.
- The code is found in 'My Account,' in the 'User Info & Online Bid ID Code' tab. QuestCDN also provides a link to 'My Account' located in the 'Submit Bid' page within VirtuBid™ to retrieve the 'Online Bid ID Code'.
- The VirtuBid™ login page may prompt to update the current QuestCDN password due to higher security. *(Online Bidding new password minimum is 8 characters with at least one uppercase, one lowercase and one numeral).*
- The VirtuBid™ login page will prompt a message if a code is not created.

Accessing Online Bidding

There are two ways to access QuestCDN online bidding:

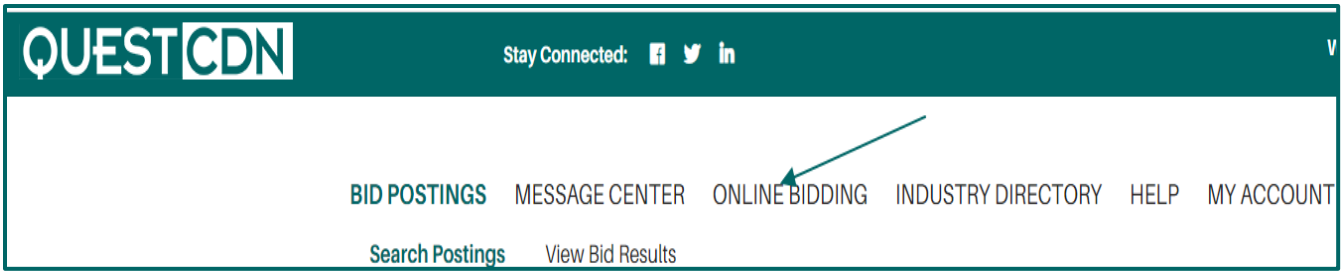
1. Online bidding through the bid posting page

   Enter project number and click the search button. To submit an electronic bid and access the VirtuBid™ system, companies must be a plan holder. Download the eBidDoc™ from the bid posting page. On the 'Bid Posting' page, click the red Online Bidding 'Available' button under the 'Project Document Information' section or the 'Online Bid' button at the top of the page and log into VirtuBid™ (vBid) using your username and password. A password update may be required due to security requirements *(the password must contain a minimum of 8 characters with one uppercase, one lowercase and one numeral. If needed, go to 'My Account' and 'User Info & Online Bid ID Code' to update the password.)*



2. Online bidding through the VirtuBid home page

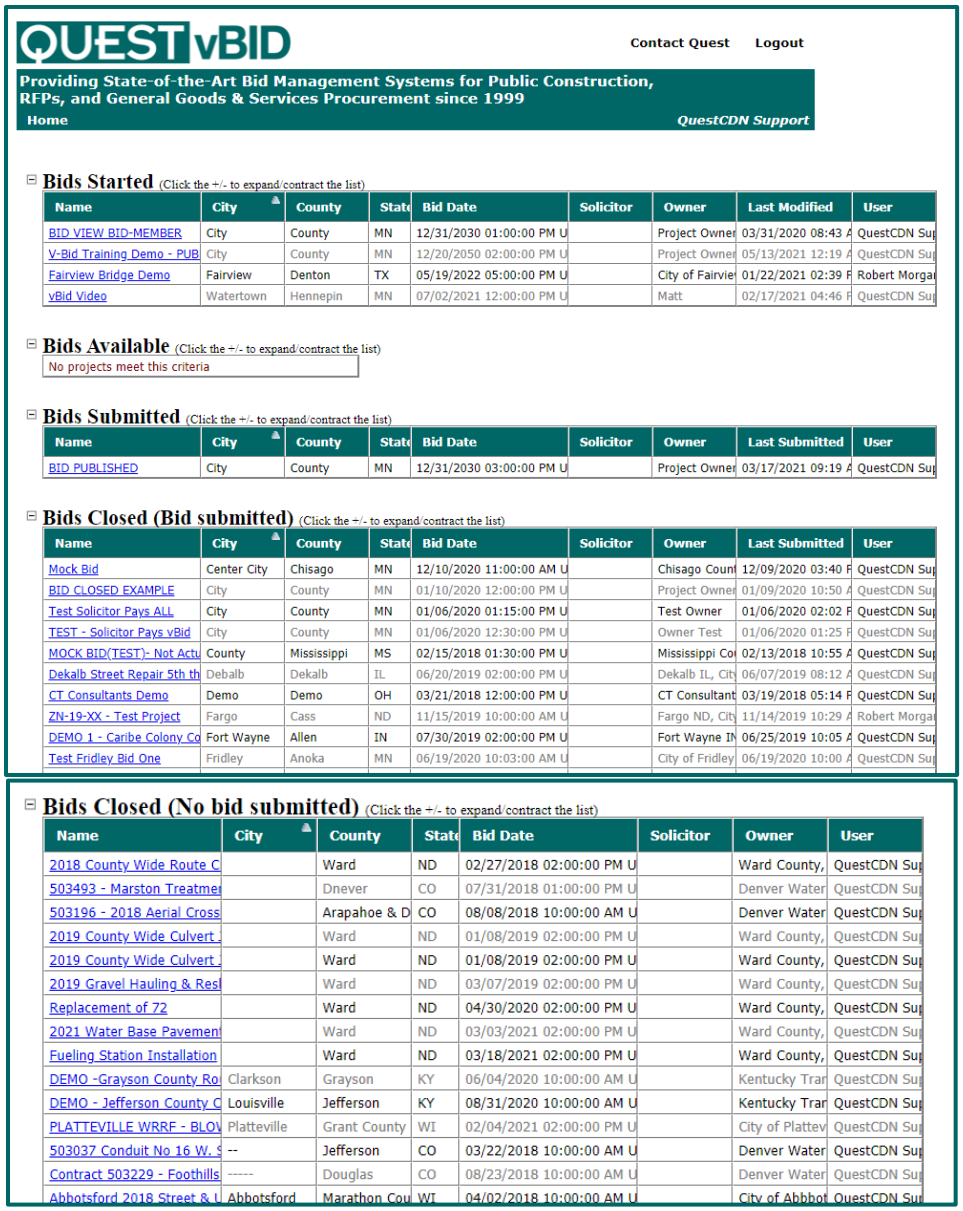
Current and past electronic bid postings (eBidDoc™ that has been downloaded) will display on this page. Click 'Online Bidding' from the main navigation to log into VirtuBid™ (vBid) home page to access online bids. Log in using the QuestCDN username and password. A password update may be required due to security requirements *(the password must contain a minimum of 8 characters with one uppercase, one lowercase and one numeral. If needed, go to 'My Account' and 'User Info & Online Bid ID Code' to update the password.)*



VirtuBid™ (vBid) Home Page

The VirtuBid™ (vBid) home page is grouped by searchable sections. Current and past bid opportunities are located on the page. Qualification and bid worksheet information is sorted and saved by section for future reference. Click the +/- to expand/contract the section lists. Click the underlined project name to access the qualification, bid worksheet and submit pages.

1. 'Bids Started'
2. 'Bids Available'
3. 'Bids Submitted'
4. 'Bids Closed (Bid submitted)'
5. 'Bids Closed (No bid submitted)'



QUEST vBID

Contact Quest Logout

Providing State-of-the-Art Bid Management Systems for Public Construction, RFPs, and General Goods & Services Procurement since 1999

Home QuestCDN Support

Bids Started (Click the +/- to expand/contract the list)

Name	City	County	State	Bid Date	Solicitor	Owner	Last Modified	User
BID VIEW BID-MEMBER	City	County	MN	12/31/2030 01:00:00 PM U		Project Owner	03/31/2020 08:43 A	QuestCDN Sup
V-Bid Training Demo - PUB	City	County	MN	12/20/2050 02:00:00 PM U		Project Owner	05/13/2021 12:19 A	QuestCDN Sup
Fairview Bridge Demo	Fairview	Denton	TX	05/19/2022 05:00:00 PM U		City of Fairvie	01/22/2021 02:39 F	Robert Morgai
vBid Video	Watertown	Hennepin	MN	07/02/2021 12:00:00 PM U		Matt	02/17/2021 04:46 F	QuestCDN Sup

Bids Available (Click the +/- to expand/contract the list)

No projects meet this criteria

Bids Submitted (Click the +/- to expand/contract the list)

Name	City	County	State	Bid Date	Solicitor	Owner	Last Submitted	User
BID PUBLISHED	City	County	MN	12/31/2030 03:00:00 PM U		Project Owner	03/17/2021 09:19 A	QuestCDN Sup

Bids Closed (Bid submitted) (Click the +/- to expand/contract the list)

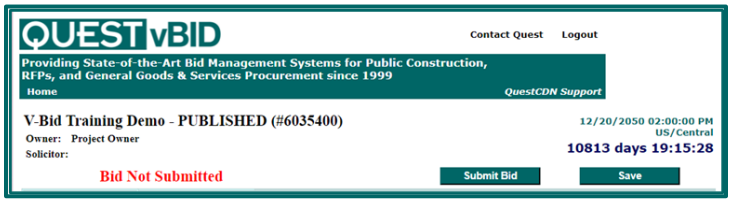
Name	City	County	State	Bid Date	Solicitor	Owner	Last Submitted	User
Mock Bid	Center City	Chisago	MN	12/10/2020 11:00:00 AM U		Chisago Count	12/09/2020 03:40 F	QuestCDN Sup
BID CLOSED EXAMPLE	City	County	MN	01/10/2020 12:00:00 PM U		Project Owner	01/09/2020 10:50 A	QuestCDN Sup
Test Solicitor Pays ALL	City	County	MN	01/06/2020 01:15:00 PM U		Test Owner	01/06/2020 02:02 F	QuestCDN Sup
TEST - Solicitor Pays vBid	City	County	MN	01/06/2020 12:30:00 PM U		Owner Test	01/06/2020 01:25 F	QuestCDN Sup
MOCK BID(TEST)- Not Actu	County	Mississippi	MS	02/15/2018 01:30:00 PM U		Mississippi Co	02/13/2018 10:55 A	QuestCDN Sup
Dekalb Street Repair 5th th	Debalb	Dekalb	IL	06/20/2019 02:00:00 PM U		Dekalb IL, City	06/07/2019 08:12 A	QuestCDN Sup
CT Consultants Demo	Demo	Demo	OH	03/21/2018 12:00:00 PM U		CT Consultant	03/19/2018 05:14 F	QuestCDN Sup
ZN-19-XX - Test Project	Fargo	Cass	ND	11/15/2019 10:00:00 AM U		Fargo ND, City	11/14/2019 10:29 A	Robert Morgai
DEMO 1 - Caribe Colony Co	Fort Wayne	Allen	IN	07/30/2019 02:00:00 PM U		Fort Wayne IN	06/25/2019 10:05 A	QuestCDN Sup
Test Fridley Bid One	Fridley	Anoka	MN	06/19/2020 10:03:00 AM U		City of Fridley	06/19/2020 10:00 A	QuestCDN Sup

Bids Closed (No bid submitted) (Click the +/- to expand/contract the list)

Name	City	County	State	Bid Date	Solicitor	Owner	User
2018 County Wide Route C		Ward	ND	02/27/2018 02:00:00 PM U		Ward County,	QuestCDN Sup
503493 - Marston Treatmer		Dnever	CO	07/31/2018 01:00:00 PM U		Denver Water	QuestCDN Sup
503196 - 2018 Aerial Cross		Arapahoe & D	CO	08/08/2018 10:00:00 AM U		Denver Water	QuestCDN Sup
2019 County Wide Culvert		Ward	ND	01/08/2019 02:00:00 PM U		Ward County,	QuestCDN Sup
2019 County Wide Culvert		Ward	ND	01/08/2019 02:00:00 PM U		Ward County,	QuestCDN Sup
2019 Gravel Hauling & Res		Ward	ND	03/07/2019 02:00:00 PM U		Ward County,	QuestCDN Sup
Replacement of 72		Ward	ND	04/30/2020 02:00:00 PM U		Ward County,	QuestCDN Sup
2021 Water Base Pavement		Ward	ND	03/03/2021 02:00:00 PM U		Ward County,	QuestCDN Sup
Fueling Station Installation		Ward	ND	03/18/2021 02:00:00 PM U		Ward County,	QuestCDN Sup
DEMO -Grayson County Ro	Clarkson	Grayson	KY	06/04/2020 10:00:00 AM U		Kentucky Tran	QuestCDN Sup
DEMO - Jefferson County C	Louisville	Jefferson	KY	08/31/2020 10:00:00 AM U		Kentucky Tran	QuestCDN Sup
PLATTEVILLE WRRF - BLOV	Platteville	Grant County	WI	02/04/2021 02:00:00 PM U		City of Plattev	QuestCDN Sup
503037 Conduit No 16 W. S	--	Jefferson	CO	03/22/2018 10:00:00 AM U		Denver Water	QuestCDN Sup
Contract 503229 - Foothills	-----	Douglas	CO	08/23/2018 10:00:00 AM U		Denver Water	QuestCDN Sup
Abbotsford 2018 Street & U	Abbotsford	Marathon Cou	WI	04/02/2018 10:00:00 AM U		City of Abbbot	QuestCDN Sup

VirtuBid™ (vBid)

Bid title, QuestCDN eBidDoc™ number, owner, solicitor, bid closing date, time, time zone, a running bid countdown date/time clock and submitted/not submitted bid status are located at the top of VirtuBid™. The 'Home' tab returns to the VirtuBid™ home page. Click the save button periodically to save work and refresh the page. There is a 60-minute security time out. Information not saved will be lost. All uploaded and entered information will be saved. Log out of VirtuBid and re-enter as many times as needed to revise the work.



Qualification Information

Bid Bond Section

Upload a completed bid bond file and/or enter the Surety 2000 'Bond id' number to complete the bid bond information. (This information depends on the solicitor requirements.) Submit only one if both options are offered.

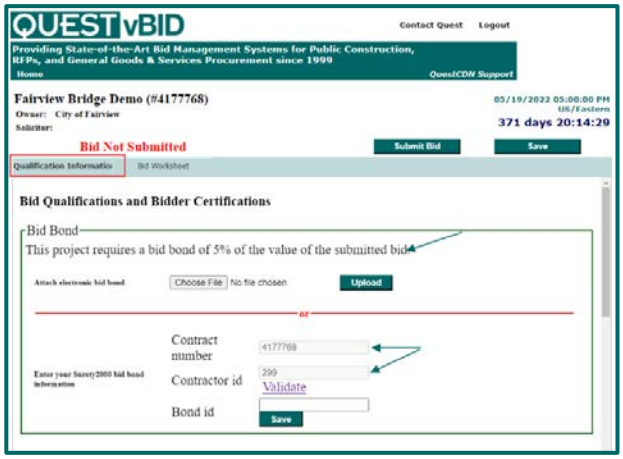
Electronic Bid Bond

- Upload file containing signed bid bond information

Surety2000 Bid Bond

- 'Contract Number' (QuestCDN eBidDoc™ number)
- 'Contractor ID' (QuestCDN member number)

Provide the 'Contract number' and 'Contractor id' to the insurance agency. The agent must use these two numbers when requesting a Surety2000 'Bond Id' validation number. The 'Contractor id' (Surety2000 refers to this as the "State vendor ID number") is the QuestCDN member number and will always stay the same. The 'Contract number' will change with each project and is the QuestCDN bid posting eBidDoc™ No. Both the 'Contract number' and 'Contractor id' are displayed in the Bid Bond fields. The contractor number can also be found in 'My Account' under the 'Company Info & Online Bid ID' tab.



'Bidder must download the following files for bid submission' (DOWNLOAD ONLY)

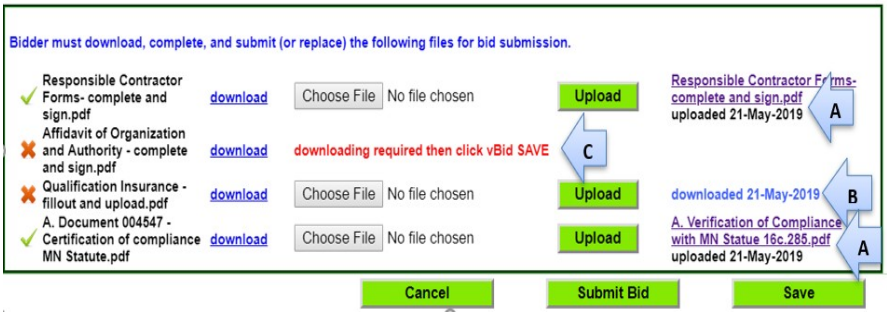
Each required download has a file name and download link. Download all documents listed by clicking the 'download' link. Save the document. Click VirtuBid™ 'Save' button on the top or bottom right of the page to update and refresh the information. A red '**x**' indicates the requirement is not complete. Files may be downloaded and saved multiple times.

The downloaded date of the file will display after downloading the documents and refreshing the page. A green check mark '✓' replaces the previous red **x.** The green check indicates the requirement has been completed.

'Bidder must download, complete, and submit (or replace) the following files for bid submission.'

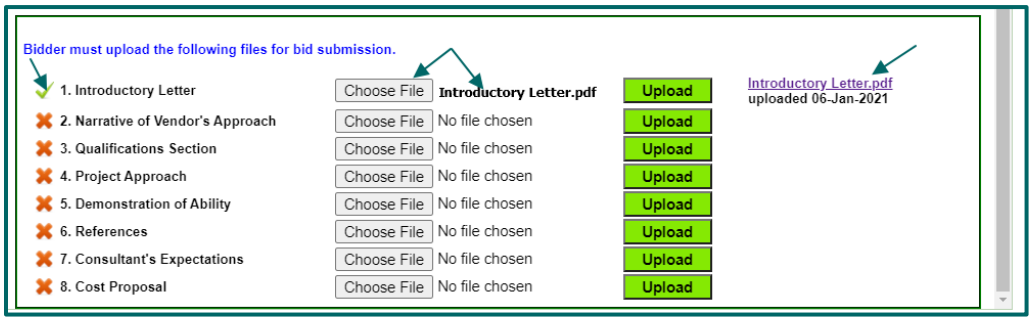
Click the 'download' link to download each document. Save the document to the computer. A red '**x**' indicates the requirement is not complete. Click the VirtuBid™ 'Save' button on the top or bottom right of the page to update the page with the downloaded date. If the file is in a fillable format, complete all information and save each document to your computer. If the file is not in a fillable format, print and complete the forms manually. Scan and save documents to the computer. Select **'Choose File/Browse'** button to retrieve each file from the computer. Select the '**Upload**' button to upload the file. Click the VirtuBid™ '**Save**' button. Exit VirtuBid™ after saving the completed work. All information will be saved upon return. **Note: If needed, click 'Choose File/Browse' to retrieve a new file that replaces the existing uploaded file.**

- **Completed Upload** - The name of the uploaded document is displayed on the right side of the 'Upload' button. A green check mark '✓' indicates the process has been successfully completed. (**Arrow A**)
- **Download File** – 'downloading required then click vBid Save' message indicates the file is not downloaded. Download, complete and upload the completed file before submitting a bid. A red **x** will indicate the process is incomplete. (**Arrow C**)
- **Downloaded Date** - Downloaded date of the documents is shown on the right side of the 'Upload' button. Upload the completed file before submitting a bid. A red **x** indicates the process is incomplete. (**Arrow B**)
- **Check or Replace File** – Click the uploaded underlined document name to review uploaded documents for accuracy and completion. Click **'Choose File/Browse'** to retrieve a new file that replaces the existing uploaded file. Select '**Upload'** to upload the replacement file and click **'Save'**. (**Arrow A**)



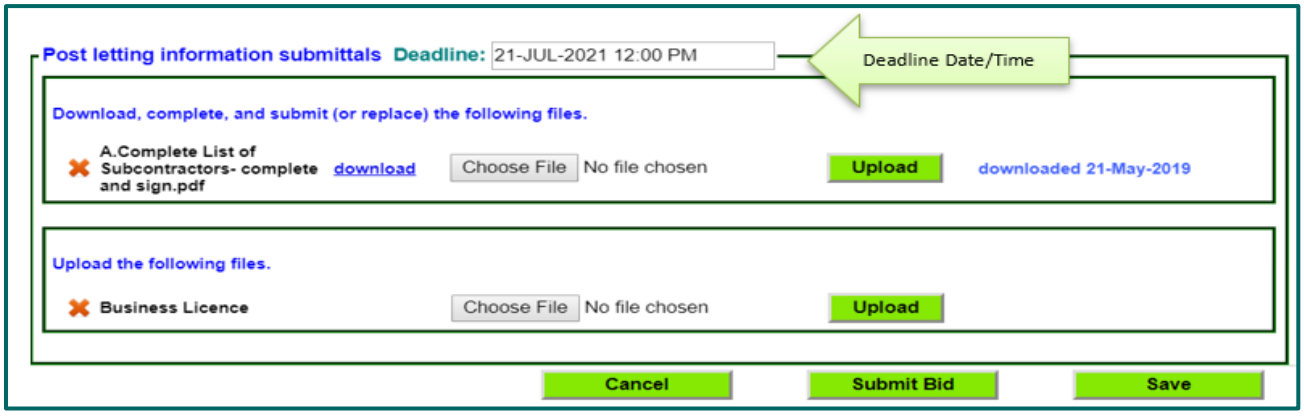
'Bidder must upload the following files for bid submission'

Select **'Choose File/Browse'** button to retrieve and attach a required file from the computer. Select the '**Upload**' button to upload the file. Click the VirtuBid™ '**Save**' button on the top or bottom right of the page. All information will be saved upon exiting the VirtuBid™ system. Click the uploaded underlined document to review the file for accuracy and completion. If needed, click 'Choose File/Browse' to retrieve a new file that **replaces** the existing uploaded file. Select '**Upload'** to upload a replacement file and click VirtuBid™ **'Save'**. A red '**x**' indicates the requirement is not complete. . A green check mark '✓' indicates the requirement has been successfully completed.



Post Letting Information

Post letting information allows submission of documents requested after the bid close and is similar to the sections above. There may be a post letting 'Deadline' date and time entered. All documents must be uploaded before the date/time expires. A red '**x**' indicates the requirement is not complete. A green check mark '✓' indicates the requirement has been successfully completed. **There is no submit process required upon completion of the upload.** Documents are available to the solicitor/owner immediately. Submitting post letting documents after the bid close is not allowed if a successful bid was not submitted.

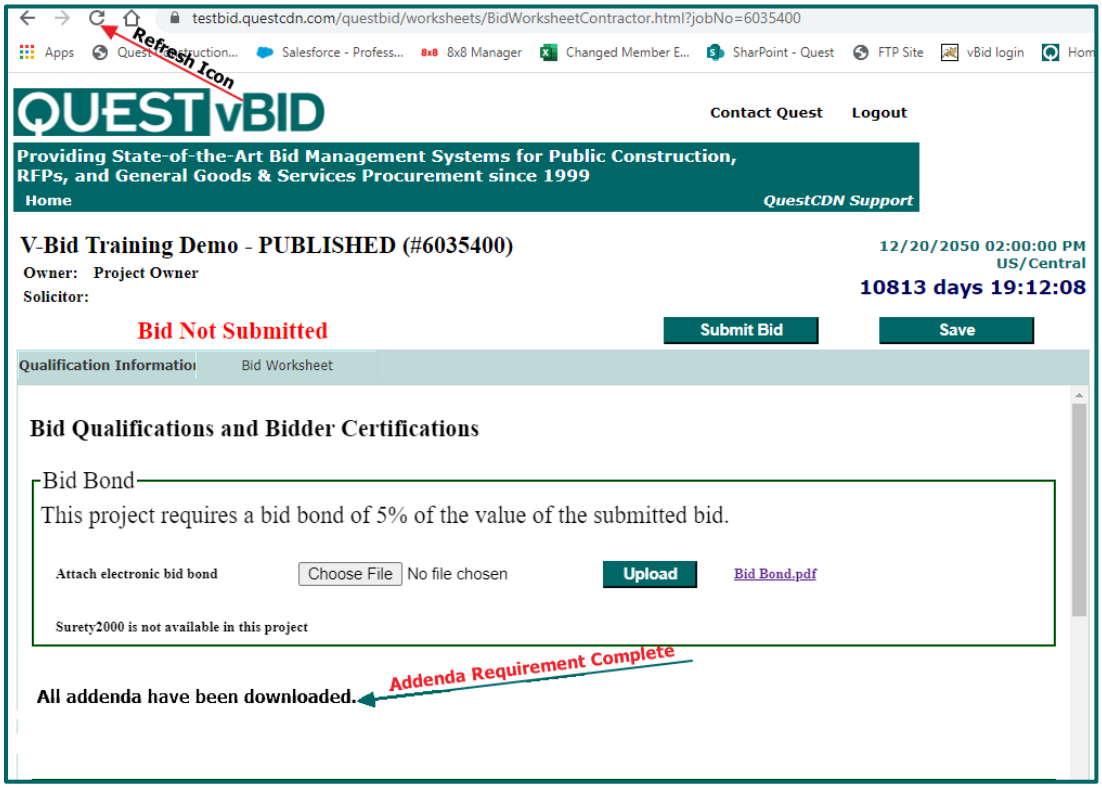


Download Addenda

Bids will not be submitted if all addenda are not downloaded from the **main QuestCDN** system. A field on the qualification page indicates 'There are (#) unread addenda for this project. Follow 'this link' to download them on QuestCDN'. (opens new window)'.

> There are 1 unread addenda for this project. Follow this link to download them on QuestCDN (opens new window).

6. Click 'this link' to open/return to the bid posting page and download any missed addenda.
7. Download all addenda and review the information if unsure of missed addendum to download.
8. Choose the VirtuBid™ open browser tab. May need to refresh/reload the page to update the addenda information. To refresh/reload the page, click the refresh icon symbol at the top of the browser or right click the mouse and choose 'reload'/'refresh' option from the drop-down box. The VirtuBid™ qualification page will update and read 'All Addenda have been downloaded'.

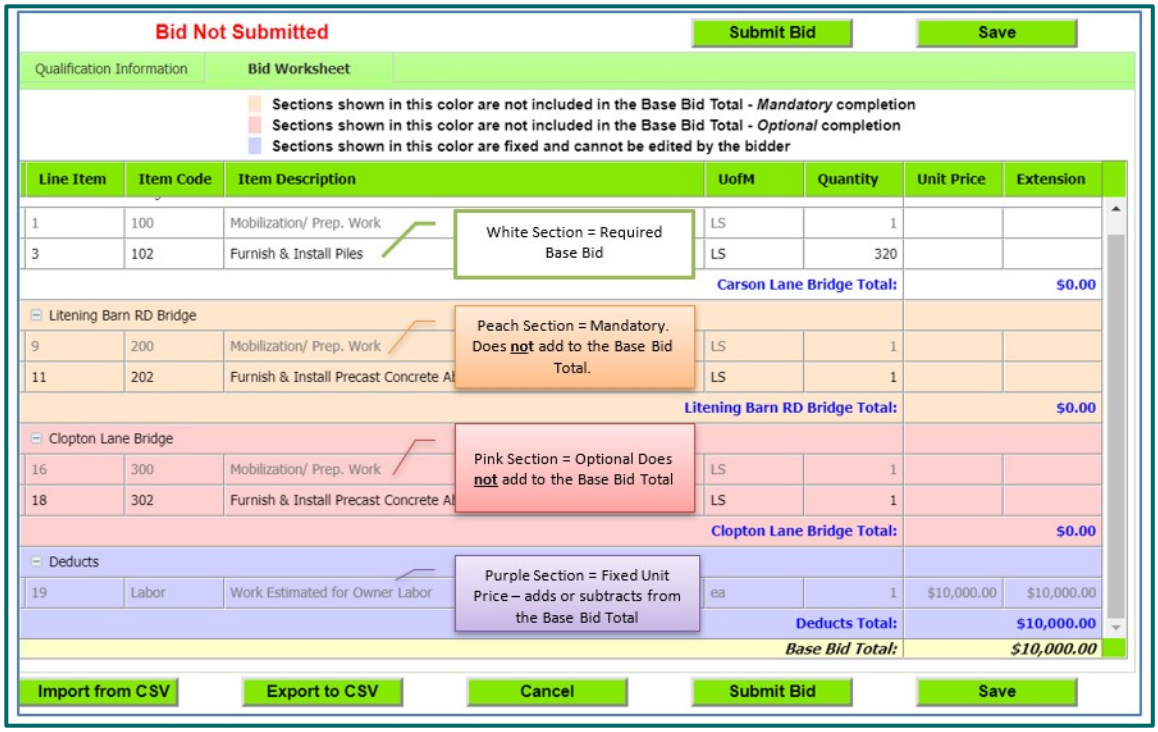


Bid Worksheet Page

Click the Bid Worksheet tab to access the electronic bid form.

Worksheet Sections

1. White colored sections are added to the base bid total, have a subsection total and require a unit price entry for each item before submitting.
2. Pink colored sections are optional, have a subsection total and completion may or may not be mandatory to submit a bid (please follow the instructions specified by the solicitor/owner). Items in this section will not add to the base bid total.
3. Peach colored sections are mandatory, have a subsection total and completion is required to submit a bid. Items in this section will not add to the base bid total.
4. Purple colored sections have a fixed unit price added by the solicitor/owner. Unit prices cannot be changed and are added to or subtracted from the base bid total.
5. Click the appropriate unit price field within the line item. Fill in the unit price excluding the dollar sign. The 'Unit Price' field will only display two digits after the decimal point. The 'Extension' field is calculated using the entered value (example - Qty 20 x unit price 2.558 = Extension = 51.16). Use the enter key, up/down arrows or click each unit price field to move to the next unit price field.
6. vBid will time out and log out after 60 minutes. Click the 'Save' button often to update and save the work.
7. Click 'Submit Bid' once the qualification requirements and bid worksheet page are complete. (The 'Online Bid ID Code' is required. Accept the terms on the submit page to submit the bid to the owner.)



Import & Export CSV

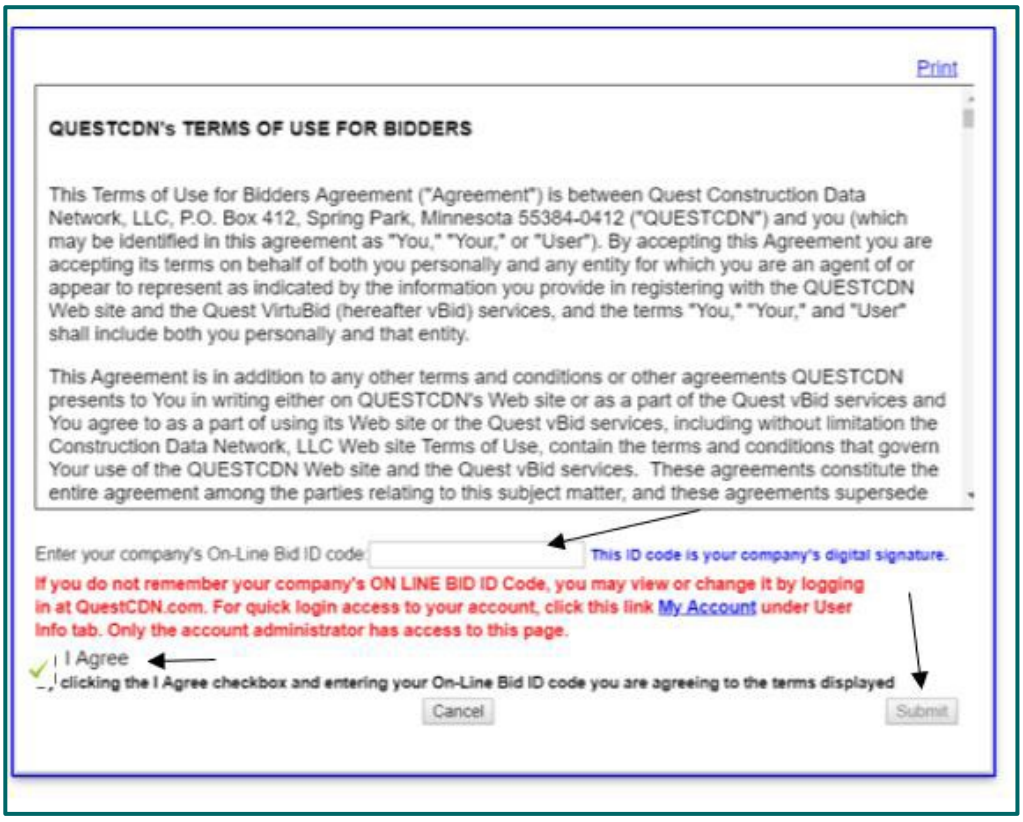
1. The 'Export to CSV' button is used to export the bid worksheet into an Excel CSV spreadsheet which can be helpful to configure additional calculations, formulas and percentage markups on unit prices.
2. The 'Import from CSV' button is used to import the Excel CSV spreadsheet into the bid worksheet.

*** Changes are allowed only to the 'Unit Price' field. DO NOT add or make changes to the header, descriptions or move/add/delete line items on the exported worksheet. The spreadsheet will fail to upload correctly if changes are made causing the system to error on bid submission or the bid may be incorrect.*

Bid Submission & On-Line Bid ID Code

Submit the Bid

Click the 'Submit Bid' button and enter the **'Online Bid ID Code'**. Check **'I Agree'** box to accept the 'QuestCDN Terms of Use for Bidders'. Click '**Submit**' button at the bottom of the page to submit the bid to the owner/solicitor.



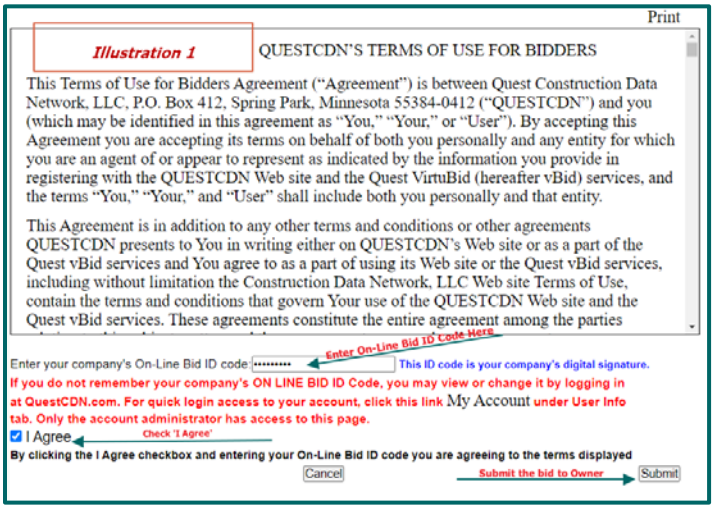
1. There is an opton to unsubmit or remove a bid in its entirety (all data will remain saved). Re-submit bid before the end of the bid closing.
2. Leave bid submitted, revise the bid worksheet and re-submit the revisions.

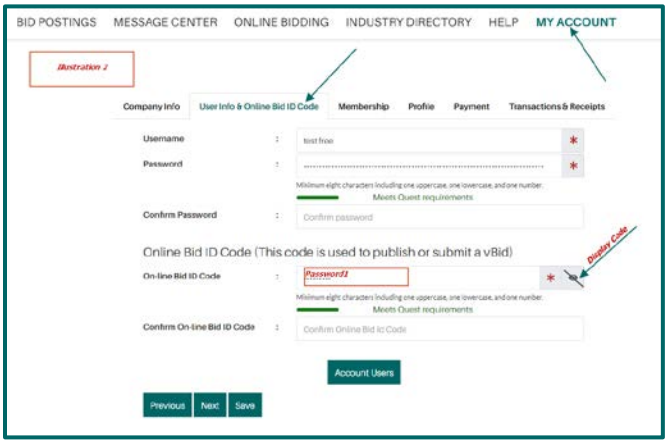
What is the 'Online Bid ID Code' and where can I find it on QuestCDN?

The 'Online Bid ID Code' is a passcode required at bid submission and is the digital signature for the company. The code is created by the main account holder before account users can access VirtuBid™. The code can be accessed, viewed or updated by logging into QuestCDN with the main account holder username and password. There are two ways to access the 'Online Bid ID Code'.

1. Only the main account holder username and password can access the 'Online Bid ID Code'. A link to access the code is located on the bid submission page. Click 'My Account' and a new browser window will open. Sign into QuestCDN using the main account holder username and password. Under the 'User Info & Online Bid ID Code' tab, click the eye icon to view an existing code. Click the VirtuBid™ open browser tab to go back to the online bid submission window. Enter the code, check 'I Agree' and click 'Submit' (*Illustration 1.*)

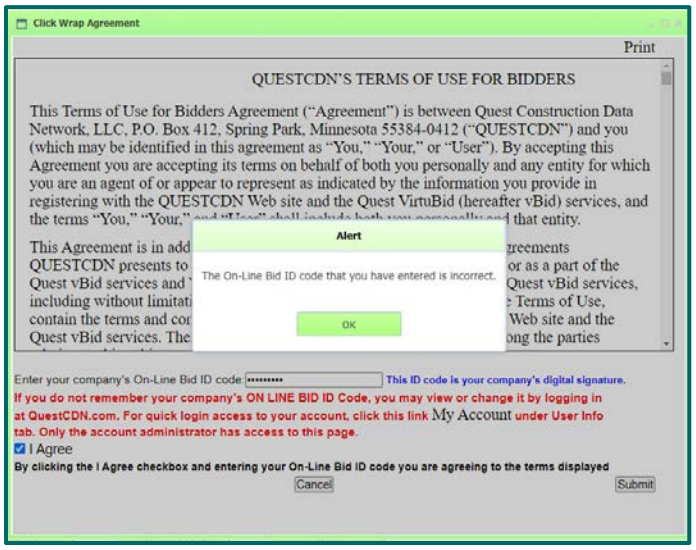
2. Log into QuestCDN using the main account holder username and password, click 'My Account' at the top of the page. Select 'User Info & Online Bid ID Code' tab and click the eye icon to view or edit an existing code (*Illustration 2.*)





Incorrect Online Bid ID Code

A correct 'Online Bid ID Code' must be entered before the VirtuBid™ system can verify completion of requirements. When a correct code is entered and required fields are complete, the bid will be submitted to the owner/solicitor. If an incorrect code is entered, an 'Alert' error window will display 'The Online Bid ID code that you have entered is incorrect'. Retype a correct code, click 'I Agree' and click 'Submit'. To retrieve the code, click '**My Account'** and a new browser window will open. Sign into QuestCDN using the main account holder username and password. Under the 'User Info & Online Bid ID Code' tab, click the eye icon to view an existing code. Click the VirtuBid™ open browser tab to go back to the online bid submission window. Enter the code, check 'I Agree' and click 'Submit' (*Illustration 1.*)

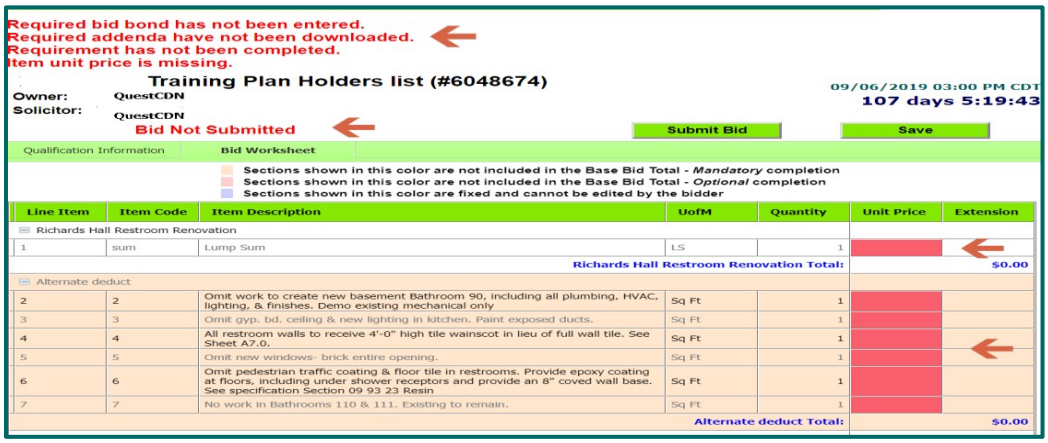


Unsuccessful Bid Submission Error Messages

The VirtuBid™ system verifies the completion of bid requirements after the 'Online Bid ID Code' is accepted. 'Bid Not Submitted' error message(s) will display if information is missing or incomplete.

Examples of Error Messages

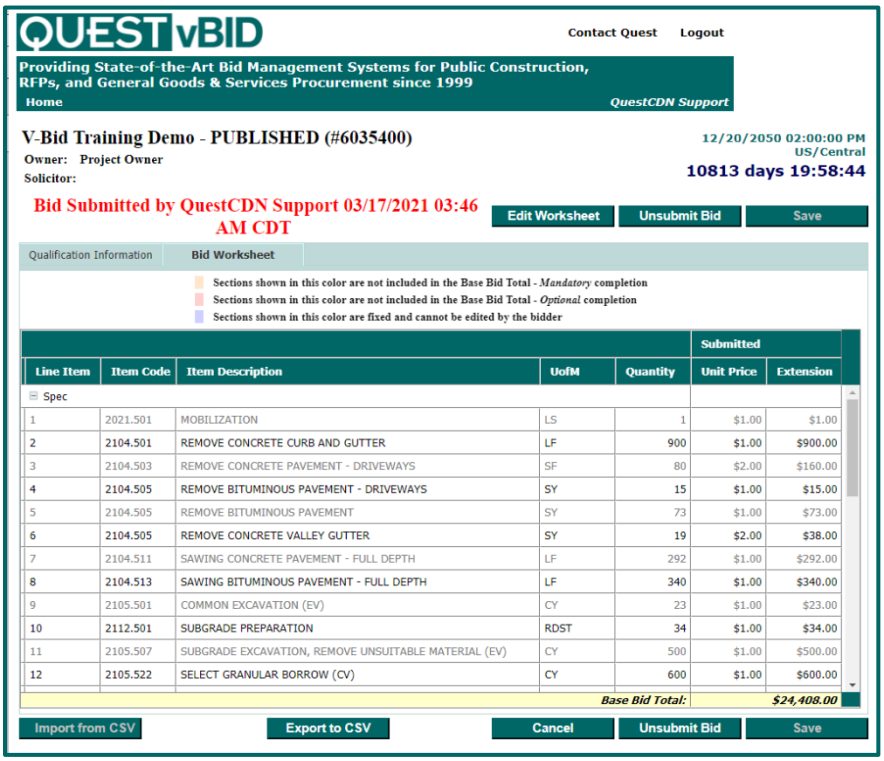
- Required bid bond has not been entered
- Required addenda have not been downloaded
- Requirement has not been completed (qualification area not complete)
- Item unit price is missing



Bid Submitted

Successfully Submitted Bid

A message displaying '**Bid Submitted by**' (with date/ time and username stamp (shown in red) will display.



A bid submitted confirmation message receipt is sent to the individual's 'Message Center' on QuestCDN.

Making Changes After Successful Bid Submission

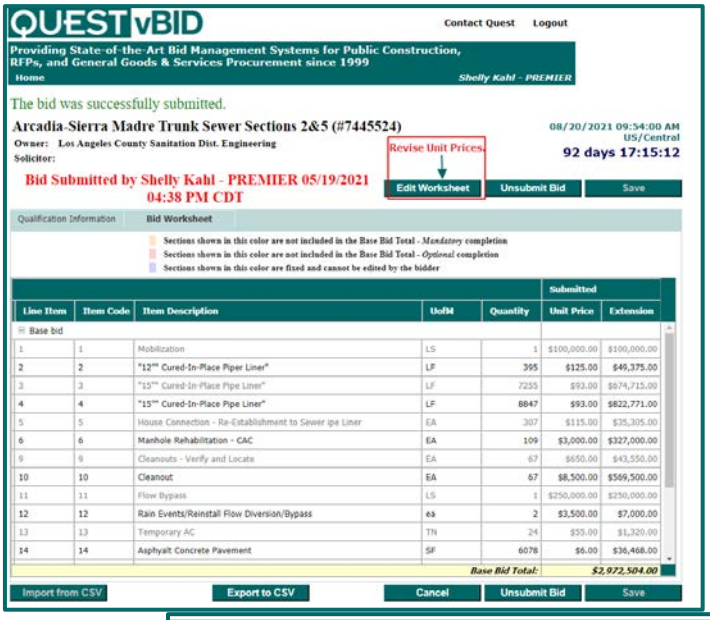
The owner/solicitor does not have access to the bid information until after the bid closes.

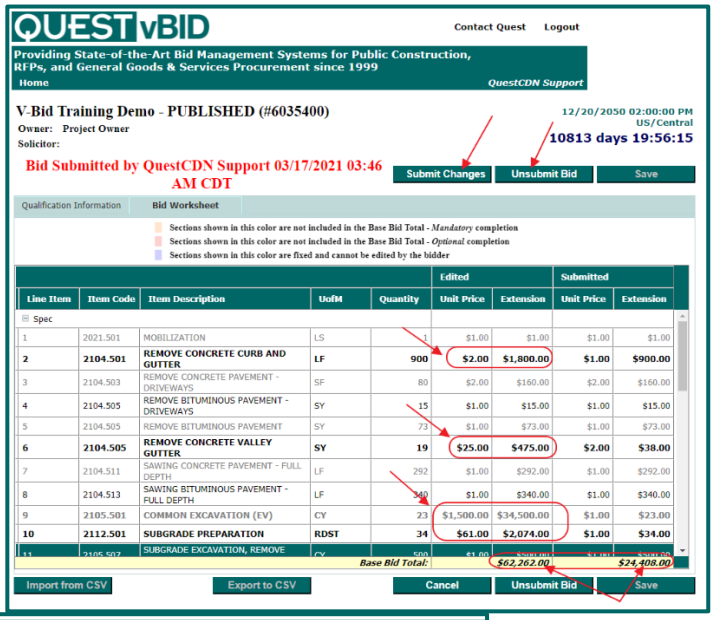
Qualification requirements and the bid worksheet can be revised before the bid clock closes.

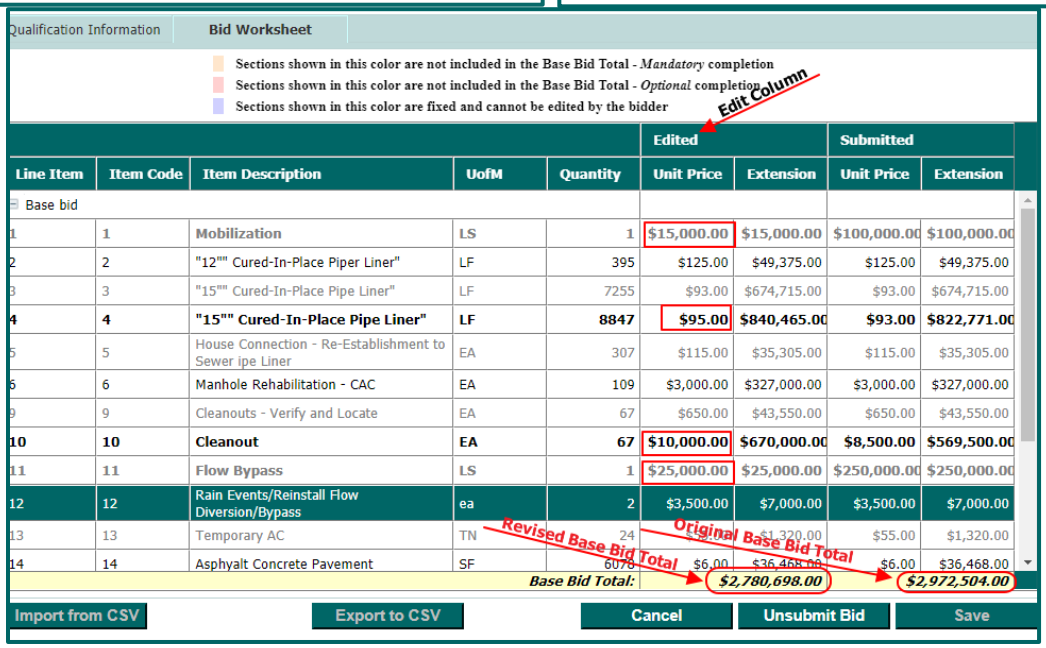
Changing Prices

Make changes while the original bid is submitted. Resubmit bid as many times as needed before the bid closes.

From the 'Bid Worksheet' tab select 'Edit Worksheet' button to revise unit prices. Enter revised unit prices under the populated 'Edited' column. When completed, select 'Submit Bid', enter Online Bid Id code, check 'I agree' and 'Submit'. The owner/solicitor of the project will receive the last bid submission with the revised unit prices. The changes will not be updated if the bid is not resubmitted.







Unsubmit Bid

Click 'Unsubmit Bid' to remove bid in its entirety (all data entered will remain saved.) Make changes to the qualification and/or bid worksheet page. Re-submit bid before the end of the bid closing. The bid will not be received by the owner/solicitor if the bid is not resubmitted.

A 'Bid Unsubmitted' email is sent to the individual's email address and a confirmation message is sent to the individuals 'Message Center'.

Example Bid Unsubmitted by user.

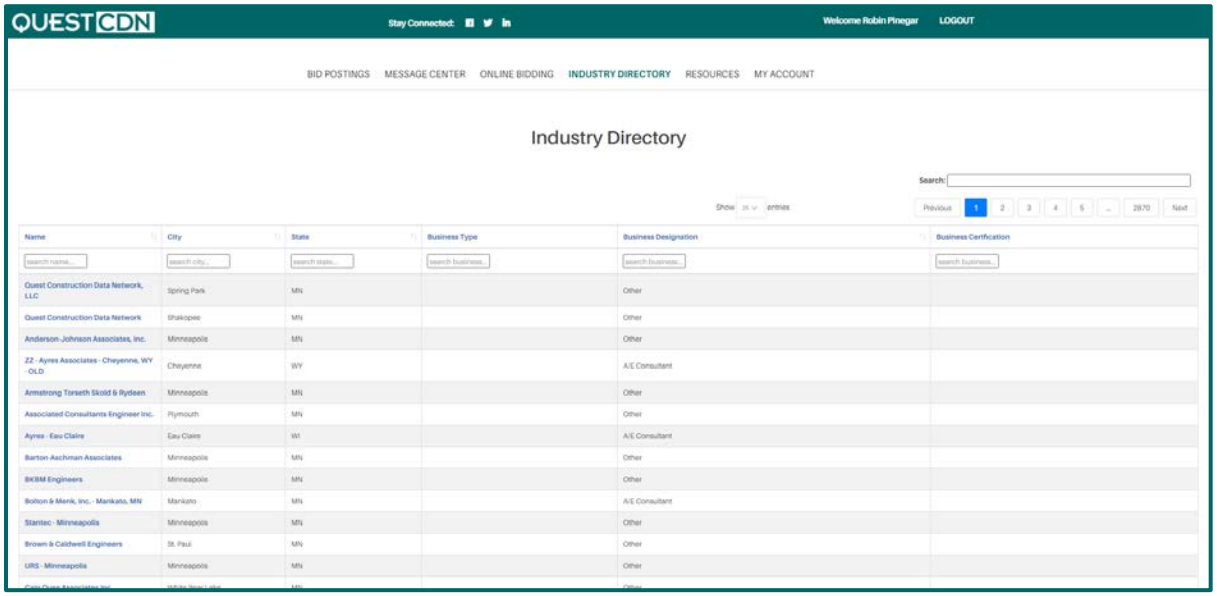
BID UNSUBMITTED

Dear _____
This message is sent to notify you that you UNSUBMITTED your bid for 7638906 eBidDoc number vBid User Guides.
at 5/18/21 2:33PM CDT

You must resubmit our bid before the bid close date for it to be available at the bid letting.

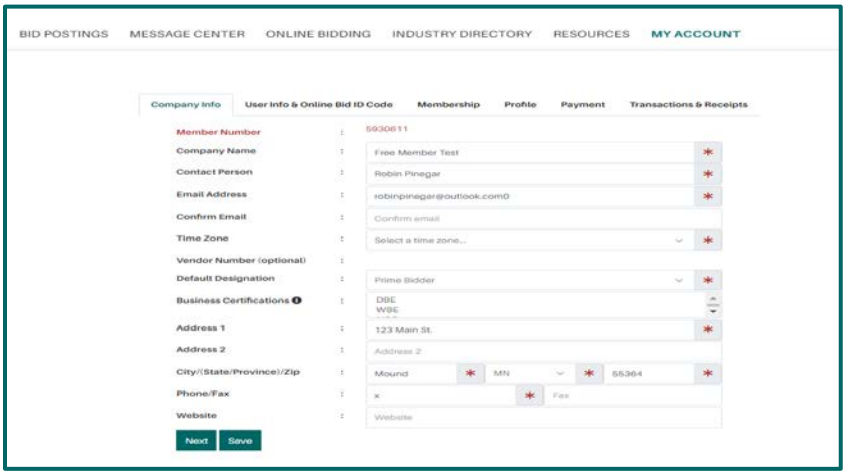
Industry Directory

A comprehensive listing of industry participants and their contact information. Search by company 'Name', 'City', 'State', 'Business Type', 'Business Designation' and 'Business Certification'. Sort each column by clicking on the column name. Click on the highlighted company name to access specific contact and business information.



My Account

'My Account' allows the company's main account holder of the account to maintain or change the company information, add/modify the 'Online Bid ID Code', add/modify/delete user information, print receipts, update payment information and make changes to the membership profile and type. *(Only the QuestCDN main account holder can access 'My Account').*



'Company Info'

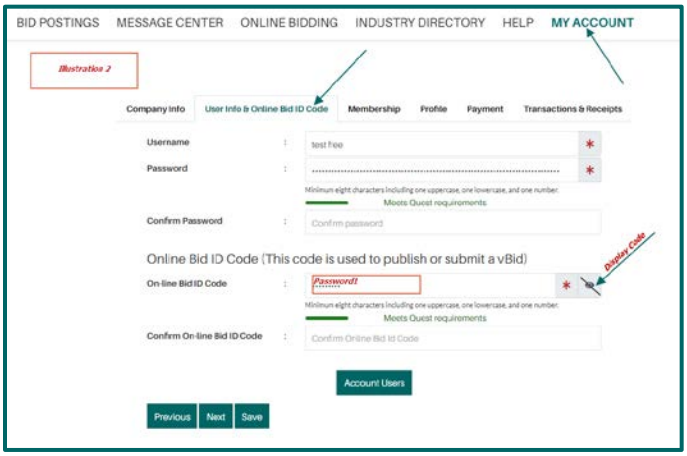
Modify the company address, contact name, email address, default designation, certifications, phone number and website information.

'User Info & Online Bid ID Code'

Access and change the main account holder username and password, add, change or display the 'Online Bid ID Code'. Add and manage additional account users.

'Online Bid ID Code (This code is used to submit an online bid)'

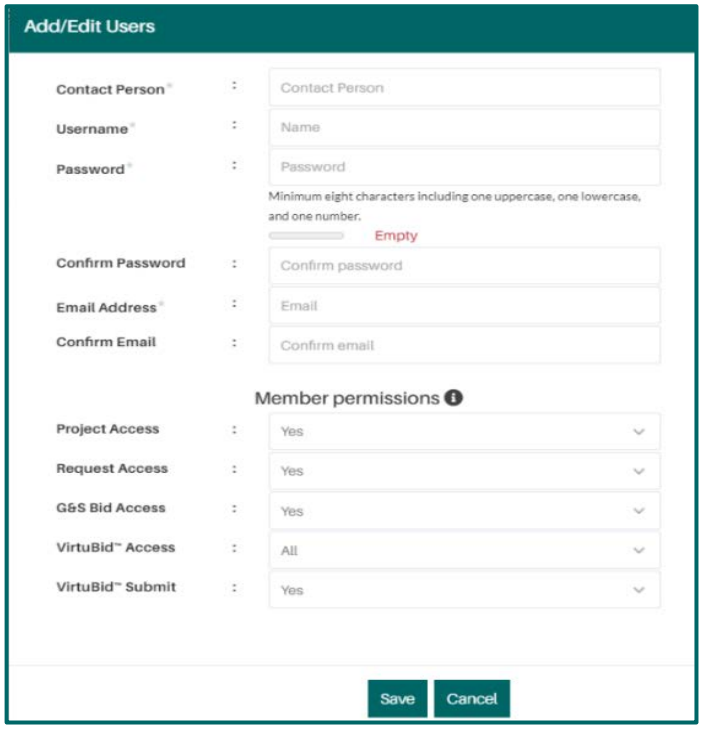
The 'Online Bid ID Code' is a passcode required at bid submission and is the digital signature for the company. The code is created before account users can access VirtuBid™. The code can be accessed, viewed or updated by logging into QuestCDN with the main account holder username and password.



Adding additional users

Click 'Account Users' button to add, modify or delete users. There is no charge for additional users and no limit to the number of users added to the account.

Click ' ⊕ ' symbol to add a user, fill in the required fields and save. The username must be unique and not already in use on QuestCDN.



'Project Access' – The default is 'Yes'. Allows user to access all projects.

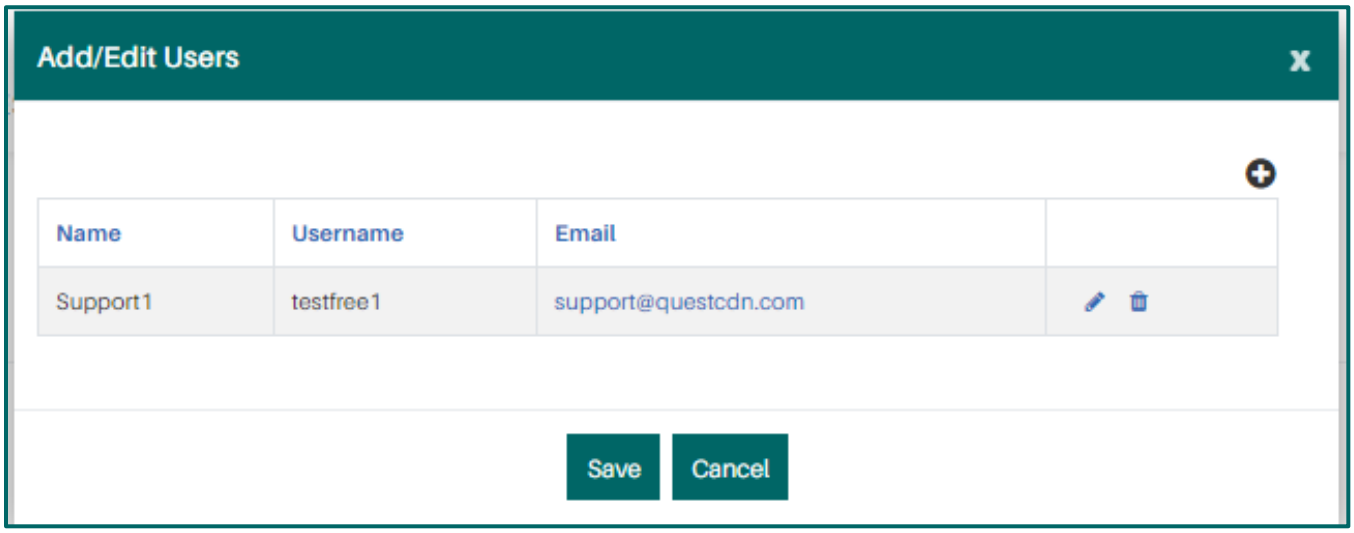
'Request Access' – The default is 'Yes'. Allows user to access all requests.

'G&S Bid Access' – The default is 'Yes'. Allows user to access all Goods and Services.

'VirtuBid™ Access' – The default is 'All'. Allows user to access online bidding system and add qualification and bid worksheet information.

'VirtuBid™ Submit' – The default is 'Yes'. Allows user to submit a bid if 'Yes'**.**
*****Warning*** *– If changed to 'No' the user will* ***not*** *be able to submit bids. The 'Submit' button on VirtuBid™ will be greyed out.* The user will have access to add or modify if 'VirtuBid™ Access = 'Yes'.

Click ' ✎ ' symbol to edit existing users and ' 🗑 ' symbol to delete users.



Please follow the below instructions to delete additional users from the account. Only the main contact has the capability to modify and delete users.

Log into the QuestCDN account https://questcdn.com/auth/login. Click 'My Account' (*located at top of page)* then click 'User Info & Online Bid ID Code' tab. Next, click the 'Additional User' box (*located at the bottom of page)*. Click ' ' icon after the user's information to delete.

A message will be received indicating 'The user has been marked as deleted'. NOTE: The login information for the deleted user will be disabled and once deleted, the user cannot be reactivated.

Membership

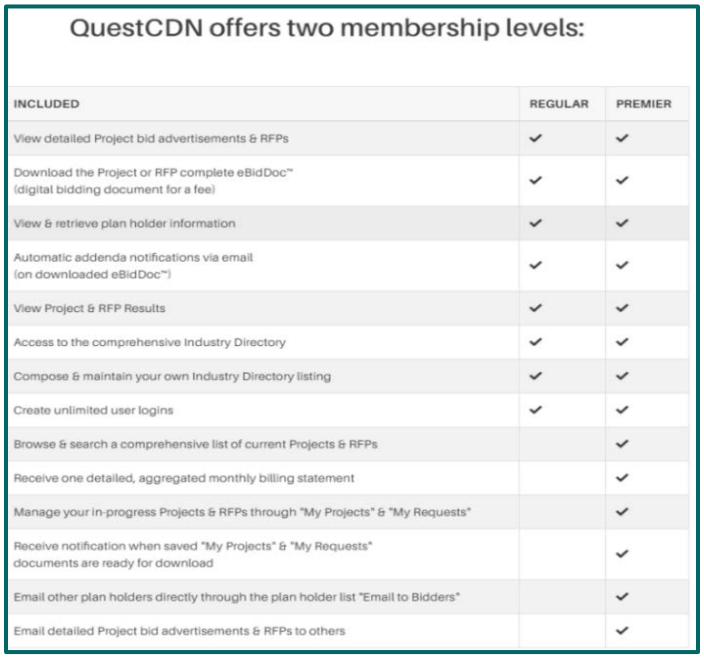
Select or change the membership by clicking highlighted buttons next to the membership types.

'Regular Member Base Fee $0.00' - Regular membership is free and does not offer the capability of searching for bid postings. A QuestCDN eBidDoc™ number is needed to access and download the bidding documents. QuestCDN support can provide the eBidDoc™ number. A Premier membership offers the capability to search for projects, requests and goods and services.

'Premier Monthly Member Base Fee $35.00' - The Premier monthly membership is flexible with the option to change to the regular membership at any time. QuestCDN Premier membership rates for the monthly membership include a base fee of $35.00 plus the cost of the states selected to search for bid opportunities.

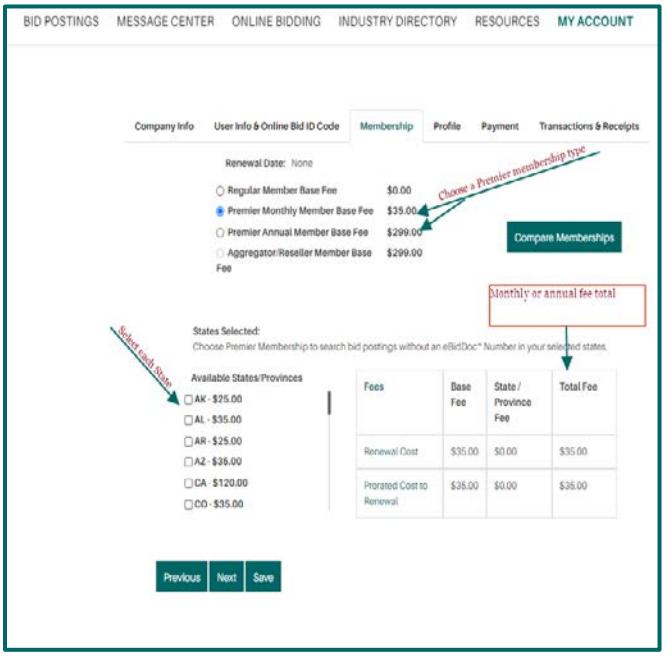
'Premier Annual Membership Base Fee $299.00' – The Premier annual membership includes a base fee of $299.00 plus the cost of the states selected to search for bid opportunities.

Premier Monthly Member provides additional benefits/features.



QuestCDN offers two membership levels:

INCLUDED	REGULAR	PREMIER
View detailed Project bid advertisements & RFPs	✓	✓
Download the Project or RFP complete eBidDoc™ (digital bidding document for a fee)	✓	✓
View & retrieve plan holder information	✓	✓
Automatic addenda notifications via email (on downloaded eBidDoc™)	✓	✓
View Project & RFP Results	✓	✓
Access to the comprehensive Industry Directory	✓	✓
Compose & maintain your own Industry Directory listing	✓	✓
Create unlimited user logins	✓	✓
Browse & search a comprehensive list of current Projects & RFPs		✓
Receive one detailed, aggregated monthly billing statement		✓
Manage your in-progress Projects & RFPs through "My Projects" & "My Requests"		✓
Receive notification when saved "My Projects" & "My Requests" documents are ready for download		✓
Email other plan holders directly through the plan holder list "Email to Bidders"		✓
Email detailed Project bid advertisements & RFPs to others		✓



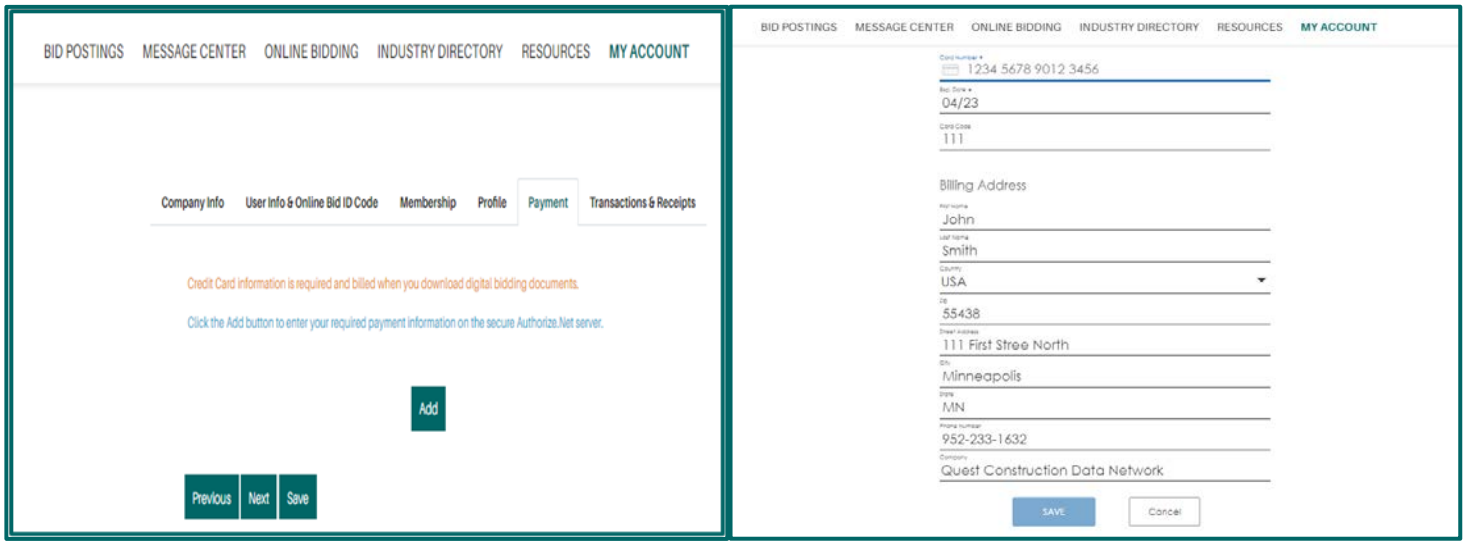
Profile

Create a company profile introducing your company or organization. Describe your areas of expertise, service and products. Copy and paste information into the field. Information included will match the company with the search inquires of other companies in the 'Industry directory'.

Payment

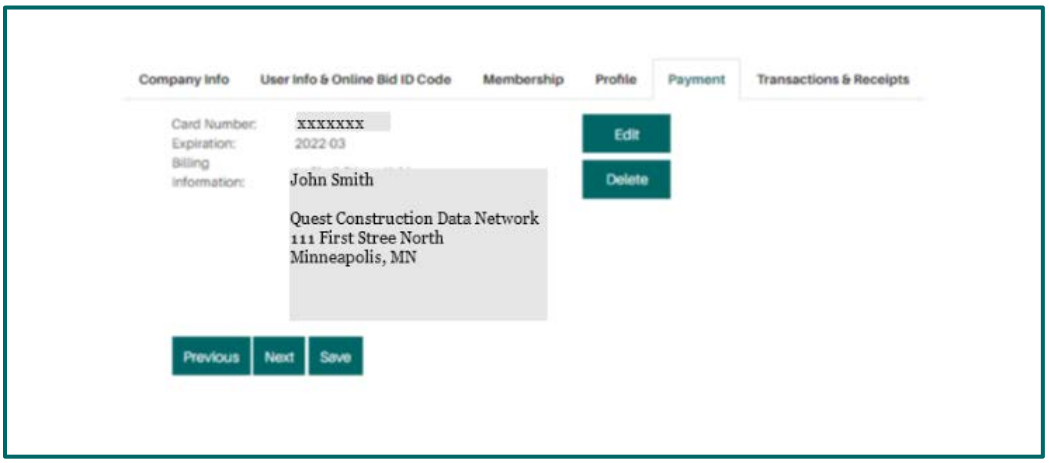
QuestCDN uses Authorize.net for credit card transactions. Credit card information is not stored on QuestCDN servers. Authorize.net uses a 128-bit secure socket layer to encrypt credit card transactions and protect against fraud. QuestCDN is PCI compliant through US Bank.

Click 'Add' button to add payment information on the secured Authorize.net server.



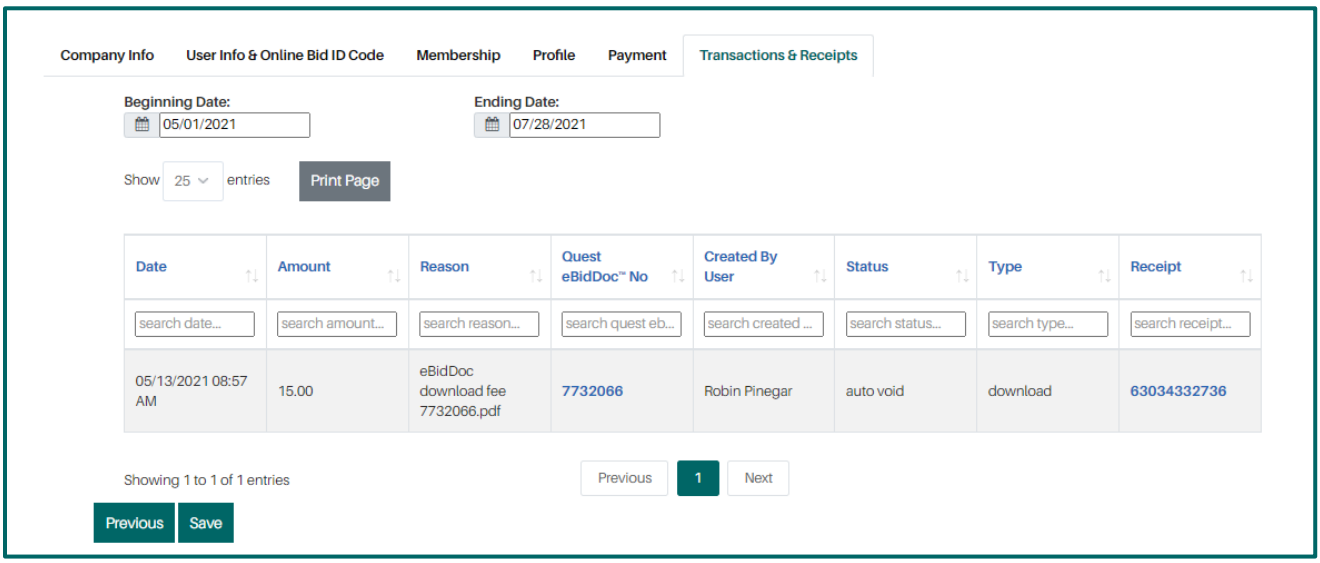
Fill out credit card information and click 'Save'.

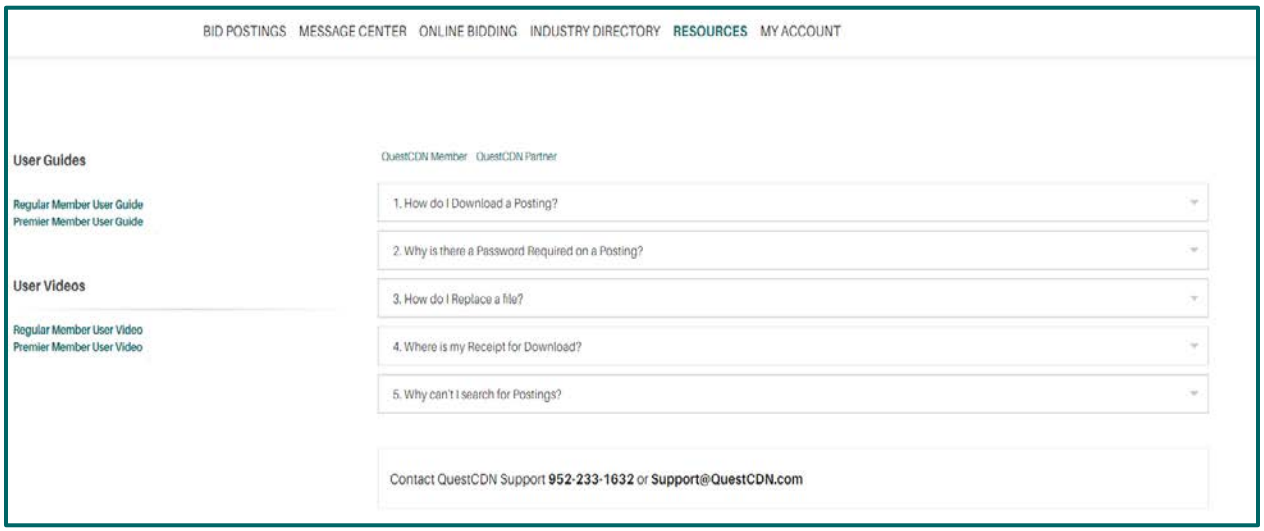
Click 'Edit' to update the credit card information. Click 'Delete' to delete the credit card from the account. The card will need to be re-entered when downloading bid documents for a fee.



Transactions & Receipts

'Transactions & Receipts' contain a record of downloaded transactions and receipts. Click the highlighted column name to sort. Searchable fields include the 'Date', 'Amount', 'Reason', 'Quest eBidDoc™ No', 'Created By User', 'Status', 'Type' and 'Receipt'. Change the calendar 'Beginning Date' and 'Ending Date' to select a specific date range. Click the 'Print Page' button to print to pdf or save. Click on the highlighted transaction number to access and print detailed receipt and bid posting information.



Resources

The resource tab contains frequently asked questions and answers, user guides and instructional videos. Click on the question name to open the field and view the answer. Click 'Support@QuestCDN' link to request assistance by sending an email to QuestCDN Customer Support team. Click on a guide or video link to access and download information.